



Position Vacant – Nightcliff Seabreeze Festival Community Village Coordinator

Nightcliff Seabreeze Festival (NSF) is a weekend of music, art, dance, food and culture events spread across 2.6kms of the Nightcliff Foreshore where over 20,000 people are attracted to the festival. The aim of the festival has held strong in providing a local forum for all facets of the arts including visual arts, music, dance, circus, theatre performance, spoken word, exhibitions and workshops.

We are looking to employ an energetic and motivating Community Village Coordinator to lead and to manage our Community Village area during the 2023 NSF.

KEY RESPONSIBILITIES

- Manage the Community Village for the 2023 Nightcliff Seabreeze Festival during planning, pre-festival, event delivery and post festival
- The priority is direct invitation and negotiation with NGO's, Community Groups, private Commercial Businesses, Government Organisations and Agencies, Clubs and Special Interest Groups to create a microcosm of the Darwin Community in the Community Village
- Book the City of Darwin Smoothie Bikes and invite the Foodbank or another community group to manage and use the Seabreeze cups
- Work with the Production and Logistics Manager to confirm technical requirements for the Community Village
- Work with the Volunteers Coordinator to confirm the volunteer roster and manager volunteers for the Community Village
- Work within financial constraints to deliver the Community Village
- Work with Marketing Coordinator to promote the Community Village
- Work with WasteWiseSeabreeze Coordinator to ensure Stall Holders adhere to the WasteWise guidelines
- Establish and maintain effective relationships with volunteers, working groups, paid staff, stall holders, entertainers, government partners and the public
- Other related duties as requested by and determined with the NAMCI Committee or representative



KEY REQUIREMENTS

Essential

- Experience in managing a 'community village' for a festival or community event
- Proven stakeholder management skills preferably within a community context
- Ability to problem solve under pressure
- An understanding of financial management including budgets
- Experience in marketing or promotion for a festival or community event
- Be a resident in the Darwin region with a commitment to the local community
- Personal qualities such as energy, initiative, commitment to teamwork and collaboration, focus on outcomes and respect for others
- Current Working with Children Ochre Card (Employment Status)

Desirable

- Previous experience with the Nightcliff Seabreeze Festival as a staff member, volunteer, stallholder or as attendee.
- Local community knowledge and relationships.

Salary and Contract:

Term: Short term contract

The total remuneration for the above description is \$3000. This position is a contract and is paid over three equal repayments as three millstones are achieved. The first payment can be accessed two weeks after accepting the role and the last payment is made after the festival, when you have met the reporting requirements and provided any handover documents. More information about the milestones can be found in the position contract and can be discussed. Approving each milestone is done by the Chair of NAMCI, who you also provide brief but regular updates and can contact you have any concerns or grievances. You will need to provide NAMCI with an invoice and have an ABN, however there are possible alternatives to having an ABN.

You must provide a current Working with Children Ochre Card

Your physical presence is required over the five days, from the 11th to the 15th of May, planning and managing the Community Village before and after the festival. After you sign the contract, you will need to attend a meeting to familiarise yourself with the role, receive relevant policies, understand how to use the email and G-drive as well as template used in the past that may assist you. You will need to use your personal computer/laptop.

You may attend other staff meetings via phone or Facetime if you are not available.

The rest of the role can be done flexibly from your home including planning and communicating with volunteers.

The total contract spend is \$3000



Applications

Applications are now open.

Please submit applications by email to: namcisecretary@gmail.com

Applications will be considered by the NAMCI Committee and interviews will be held.

If you have any further enquiries, please do not hesitate in contacting us via email namcisecretary@gmail.com or phone our Logistics Coordinator Andrew Arthur on 0428 153 355