



Festival Coordinator Position 2016

About Nightcliff Seabreeze Festival

Nightcliff Seabreeze Festival began as, and remains, primarily a volunteer run festival. In 2005 a group of artists, small businesses and community organisations joined forces to create a community festival.

A year later the festival became an incorporated, not for profit organisation, affectionately known as NAMCI - Nightcliff Arts, Music and Culture Incorporated.

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, performance, spoken word, exhibitions, and workshops.

Performance platforms provide opportunities for our artists to grow and develop while encouraging cross cultural diversity and collaboration amongst our community. Staging an event such as this has been built on long standing collaborations and partnerships across the wider community.

The Nightcliff Seabreeze Festival programs a week of events, starting on the Saturday of the May Day weekend, with the "Big Day" of music, art, dance, and culture events, across almost 2 kilometres of the Nightcliff Foreshore, attracting up to 15 thousand on this day. Discrete local community events continue for the following week, and end with the Finale Party usually held at the Beachfront Hotel.

Festival Coordinator Role

NAMCI is looking to employ a festival coordinator leading up to, and for the duration of, the Nightcliff Seabreeze Festival week, and some time after. The festival is directed by NAMCI and the involvement of community groups. This is a great opportunity to be dynamically involved with a great event at the grass roots level.

The festival coordinator is responsible for the delivery of a successful festival week. The role would involve:

- working with NAMCI and community groups to develop an artists program and other events on the "Big Day" of the festival, and over the festival week;
- managing the festival budget and financials, including sourcing additional funding or in-kind contributions;
- making sure things are happening on time;
- being the point of contact between the festival team (i.e. production manager, volunteer coordinator, stalls manager, marketing) and the NAMCI committee;
- making sure festival staff , volunteers, and patrons are happy and safe;

- ensuring publicity and marketing materials are delivered in a timely manner to ensure a successful and well attended festival;
- working well with stakeholders;
- being available or on duty at the big day of festival, and events during the festival week;
- good public relations; and
- good documentation.

Selection criteria

Primary

SC1. Demonstrate an ability to work independently and with varied personalities within voluntary committee.

SC2. Demonstrate an ability to work with arts and community volunteers, varied stakeholders and collaborators (groups and individuals).

SC3. Demonstrated ability managing limited budgets and tight timelines.

SC4. Demonstrated experience working with sponsors and other funding bodies.

SC5. Demonstrated experience coordinating event logistics.

Secondary

SC6. Demonstrated ability to design and engage programming and marketing.

SC7. Demonstrated ability to edit website text and pictures

Office Space and Equipment

An office space will be available at Corrugate Iron, Bahunia St, Nightcliff, NT. A laptop and mobile phone will be supplied.

Salary and contract

The festival coordinator role is **part-time**, equivalent to **3 days/week**, with varying workload, across approximately **14 weeks** i.e. more hours closer to, and during, the festival week.

The work would amount to **approximately \$10, 500** for this time, with superannuation paid on top of this.

NAMCI are hoping the person appointed would be able to commence before the end of February 2016.

Applications

Applications are due by C.O.B. Monday 1st February, 2016.

Please submit applications by **email** to Billee McGinley (NAMCI administration and public relations officer) billee.mcginley@gmail.com or **post** to PO Box 383, Nightcliff, NT, 0814.

Applications will be considered by the NAMCI Committee, and interviews held sometime in early/mid February 2016.

Enquiries

Please direct any enquiries about the position or application process to Jane Tonkin (NAMCI Vice Chair). Email: jane@corrugatediron.org.au Ph: 08 8948 3200