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<th>Role:</th>
<th>Program Coordinator</th>
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**Purpose of role:**

Midsumma Festival Inc (Midsumma) is Australia’s leading LGBTQIA+ arts and cultural organisation. We are a champion of queer cultures, conversations and events. With the primary festival held in summer each year, we work year-round to support artists to develop, create, present and promote their work.

Working closely with the Midsumma’s Program Manager, the Program Coordinator, in consultation with other Midsumma staff and external consultants, is responsible for the effective delivery of Midsumma Pathways: mentoring and workshop program for up to 10 LGBTQIA+ artists living with disability running from May to August 2018.

The Program Coordinator may be responsible for assisting with other event and artist development programming requirements throughout the duration of their contract.

The Role is a part time fixed term project based contract related to the delivery of selected Midsumma artist development programs. Where funding arrangements change in the future there may be scope for the role to be continued with programming within Midsumma Festival.

**Reporting line:**

- Program Manager

**Key interfaces:**

- Finance and Operations Manager
- Chief Executive
- Marketing Manager
- Midsumma staff
- Consultants and Mentors
- Contractors
- Festival network of partners
- Artists and LGBTQIA+ communities

**Specific accountabilities and tasks:**

**Coordination of Midsumma Pathways (LGBTIQ+ Disability focused, artist development project)**

- Coordinate public call-outs for applicants and arrange peer-led assessment processes
- Working within the parameters of the broader Midsumma Program, and in close consultation with the Program Manager, coordinate production and logistical needs for workshops, including all liaison with speakers, industry representatives, venues, catering and travel/accommodation arrangements
- Develop and maintain a schedule for the efficient program management of Midsumma Pathways
- Ensure timely delivery of Midsumma Pathways, communicating any major changes to the Program Manager
- Ensure timely communication with program participants
- Develop and maintain a sound relationship with external mentors, and key partner organisations
- With the Program Manager, coordinate the distribution, negotiation and signing of all mentor contracts
- Assist with ensuring that all monitoring and evaluation requirements as set by external funding bodies, are met and the program is acquitted in a timely manner

**Artistic and Development Programming**

- Assist with the artistic programming associated with the delivery of other Midsumma development programs, non-festival artistic programming and pre-festival planning (it is hoped the role will be able to assist with Midsumma’s Futures program)

**Financial Coordination**

- Collate all invoices for both programs for approval and timely payment within strict program budgets
- Work closely with the Program Manager to forecast budget expenditure to
### Key competencies:
- Demonstrated interest in LGBTQIA+ arts and culture
- Demonstrated leadership qualities in driving results and building/maintaining relationships
- Excellent communication skills and the ability to liaise and manage a diverse range of people of varying skill sets, including volunteers, artists and stakeholders.
- Ability to work as a vibrant and contributing member of a small team.
- Ability to explore new ways of doing things and provide workable ideas and suggestions.
- Ability to manage significant workloads during peak program periods and work under pressure to meet program delivery and deadlines.

### Experience and qualifications:
- A desire to success in Arts Administration as demonstrated by career choices to date
- Degree in Arts, Arts Administration or Community Development, Project Management or equivalent workplace experience
- Excellent administration skills, with a focus on commercial acumen, planning and organising and attention to detail
- Clear communication skills with key stakeholders, and peers
- Demonstrated project management skills and the ability to self manage and prioritise an array of tasks of varying complexity.
- A passion for access and inclusion, including for LGBTQIA+ peoples as well as people living with disability
- Awareness of LGBTQIA+ communities and cultures
- Previous experience with people living with disability will be highly regarded

Candidates who identify as ‘gender or sexuality diverse’ and/or as ‘living with disability’ are strongly encouraged to apply.

### Remuneration
- $60,000 FTE pro rata excluding superannuation

### Position
- 6 months fixed term contract at 0.6 FTE
- Due to the nature of event delivery, working hours outside of core business operating times (evenings and weekends) will be required during the core delivery periods and for limited lead-up events, functions and meetings
- The position will receive the pro rata equivalent of four weeks’ annual leave and sick / personal leave pro rata, calculated upon 10 days’ sick leave per year for a full time position
- The salary takes into account additional working hours during event delivery periods and no overtime or penalties shall be payable. Time off in lieu may be negotiated at the discretion of the Chief Executive

### Location
- Midsumma Festival Office, 8/225 Bourke Street, Melbourne CBD

### How to apply
Email your resume and cover letter to applications@midsumma.org.au by 5pm, Friday 9 March 2018 using the subject line: Program Coordinator Application.

Please respond to the following questions in your cover letter:
- Why have you applied for this position and how can you add value to the delivery of Midsumma Pathways?
- Which position on your resume has best equipped you for working in a LGBTQIA+ arts and cultural organisation?

Enquiries can be made to applications@midsumma.org.au or 03 9296 6600

### Last updated
February 2018