



Midsumma Position Description

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| Position Title: | Community Engagement Manager |
| Reports to: | Chief Executive Officer |
| Direct Reports: | Regional Activation Program participants |
| Employment Type: | 12 Month Fixed-Term Contract |
| Hours of Work: | Full-Time or Part Time |
| Location: | Midsumma Office, Melbourne CBD & Event Sites |

About Midsumma

Based in Victoria, Midsumma Festival is Australia's premier LGBTQIA+ cultural organisation, fostering communities connected by Diverse Gender and Sexuality (DGS) experiences. We celebrate and promote LGBTQIA+ arts and culture, providing platforms for connection and belonging. Our strategic focus includes intersectional communities, such as First Nations, deaf, disabled, neurodiverse, culturally and linguistically diverse, diverse families, and seniors. Midsumma works year-round to support artists and culture-makers, culminating in our annual three-week festival, featuring over 220 events across Melbourne and Victoria, engaging an audience of over 300,000.

Job Summary

The Community Engagement Manager is a senior management role dedicated to enhancing community engagement and regional participation through programs associated with the Victoria's Pride project, aligning with the objectives of the State Government of Victoria and Midsumma. The role entails comprehensive coordination of regional programming, including content development, project assessment, and ongoing support for artists and participants.

The Community Engagement Manager collaborates closely with the Victoria's Pride Project Manager, Production Manager, Midsumma Chief Executive, and Marketing & Communications Manager. The role requires nurturing relationships with community groups, stakeholders, artists, venues, media representatives, and government agencies.

Key Responsibilities

- Develop and implement strategies to engage a diverse range of community members, achieving state-wide program outcomes.
- Collaborate with the Victoria's Pride Project Manager to scope and evaluate regional content commissions and manage selected programs from conception to completion.

- Oversee the Regional Activation Program, issuing calls for expressions of interest, assessing projects, and allocating funding to initiatives connected to the Victoria's Pride project.
- Liaise with local councils and community groups to maximise engagement and state-wide participation.
- Manage the allocated budget in consultation with the Victoria's Pride Project Manager and Chief Executive.
- Monitor and evaluate stakeholder engagement and communication projects, providing recommendations for continuous improvement.
- Support the lead-up to the Victoria's Pride Street Party in collaboration with the Victoria's Pride Project team.
- Coordinate logistical and operational requirements for regional participation in the Victoria's Pride Street Party. Adhere to all Midsumma Festival policies and procedures and strategic priorities.
- Record feedback and provide evaluation reporting for continuous improvement.
- Ensure diverse cultures and communities are represented within the Regional Activation Program.
- Track development, delivery, and acquittal of all projects, including contracts and invoices.
- Provide support and mentorship to first-time grant applicants.
- Collect and distribute key marketing materials, identifying projects with significant PR potential.
- Travel regionally when feasible to support project delivery and attend major Midsumma events.

Essential Criteria

- Demonstrated experience in community arts development or facilitation.
- Proven project management experience for large-scale events.
- Excellent communication skills (written and verbal).
- Strong attention to detail, accuracy, and ability to manage multiple tasks.
- Proficiency in MS Office and databases, with a willingness to learn new systems.
- A warm and engaging personality with respect for diverse communities, particularly LGBTQIA+ and DGS communities.

Desirable Skills

- Familiarity with the Victorian and national arts sector.
- Leadership experience in driving program results and relationship building.