Festival Coordinator – Expression of Interest

Background

The Cowra Festival of International Understanding is the premier annual festival in Cowra running from 11-20 March 2016. The Festival showcases the culture of a different Guest Nation each year and incorporates exhibitions, a Festival Parade, a Festival Carnival and various civic and community based functions.

In 2016 the Guest Nation will be the Kingdom of Tonga.

Council is seeking to contract a Festival Coordinator for the 2016 Festival to ensure this significant event is afforded the focus required to successfully stage a broad based community event.

Contract Requirements

The Festival Coordinator will be responsible for developing and delivering the Festival program in conjunction with Council and the Festival Committee. The contractor responsibility is to focus strongly on community involvement, schools engagement and event coordination of the 2016 Festival Program, Parade and Carnival.

The Festival Coordinator will work as part of a team and report directly to the General Manager.

Contract Responsibilities

- Make contact with and organise involvement of cultural groups and individuals showcasing the Guest Nation
- Liaise with local community groups in relation to their Festival activities and functions and provide advice and/or support as required
- Coordinate Festival Opening including venue, catering, order of proceedings and entertainment
- Coordinate Festival street parade
- Liaise with Cowra Tourism to coordinate Festival carnival
- Liaise with schools to provide information, advice and support in engaging them in the Festival Program
- In conjunction with relevant Council staff seek sponsorship for elements of the Festival as deemed appropriate
- Assist Council staff in organising Youth Ambassador’s Dinner hosted by the Mayor
- Assist in running the Festival Youth Ambassador Program
- Arrange tree planting ceremony by Guest Nation
• In conjunction with Council Public Relations staff coordinate marketing and promotional material for Festival program
• Work independently on the Festival project including: managing and reporting on budgets, confirming participants, meeting deadlines and project milestones
• Liaise with the Festival Chair, Festival Committee and Council staff as appropriate
• Communicate with participants, contributors and community stakeholders at all stages of the project
• Provide regular updates to the General Manager
• Ensure all appropriate documentation and reporting is submitted in a timely manner
• Adhere to applicable Council policies and procedures
• Coordinate debrief with stakeholders at the conclusion of Festival
• Other tasks as reasonably deemed necessary by the General Manager

Essential Criteria

• Experience in project and/or event management
• Ability to operate independently and manage time efficiently
• Demonstrated ability to work with a range of stakeholders in coordinating community based events
• Possess an Australian Business Number (ABN)
• Professional and public liability insurance
• Extensive computer skills in the various Microsoft products.
• Experience in developing and monitoring a major event budget

Desirable Criteria

• Knowledge of Local Government and committee structures
• Current NSW Drivers License

Contract

The successful applicant will be expected to sign a contract with Cowra Shire Council.

Contract estimate $12,000 (based upon an estimated 300 hours). Respondents need to indicate an hourly contract rate.

Contract payment is inclusive of operational expenses e.g. superannuation, motor vehicle, telecommunications and insurance

Timeframe

1 November 2015 to 31 March 2016.

Flexible working arrangements as agreed upon with General Manager averaging 10 hours per week with increased workload leading into and during the event.
Application

Your Expression of Interest should include a CV, a one page outline of relevant experience/skills addressing the criteria by the person or persons contracting for the position and contact details for two referees.

Due by COB Friday 16 October 2015

For more information contact:

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