



Cowra Shire Council
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Expression of Interest: Festival Coordinator

Background

The Cowra Festival of International Understanding is the premier annual festival in Cowra. In 2023 it will be held from 9-12 March 2023. 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.

Indonesia has been selected as the Guest Nation for 2023 and planning is well underway with the Embassy.

Council is seeking to contract a Festival Coordinator for the next three years, being the 2023, 2024 and 2025 Festivals, 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. The contractor responsibility is to focus strongly on community involvement, schools engagement and event coordination of the 2023 Festival Program, Parade and Carnival.

The Festival Coordinator will 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
- Liaise with stakeholders, including Cowra Tourism, Council staff, and local 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
- Arrange tree planting ceremony by Guest Nation
- Coordinate Festival Opening including venue, catering, order of proceedings and entertainment
- Coordinate Festival street parade
- Oversee the Festival Youth Ambassador Program
- In conjunction with Council Public Relations staff coordinate marketing and promotional material for Festival program
- Communicate with participants, contributors and community stakeholders at all stages of the project, and provide regular updates to the General Manager
- Work independently on the Festival project including: managing and reporting on budgets, confirming participants, meeting deadlines and project milestones
- 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)
- Possess 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

Contract estimate \$30,000 per annum or pro-rata

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

Term of Contract

The Term of Contract will be for the period through to the conclusion of the Festival in 2025.

Application

Your Expression of Interest should include a CV, an outline of relevant experience/skills, a response to the selection criteria and contact details for two referees.

Due by 4pm Wednesday 12 October 2022.

For more information contact:

Office of the General Manager on 02 63402013
or email inquiries to council@cowra.nsw.gov.au