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| CowraCouncil-Logo_stacked_black SMALL | Cowra Shire Council  Private Bag 342  Cowra NSW 2794  Phone: 02 6340 2000  Fax: 02 6340 2011  [council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au)  [www.cowracouncil.com.au](http://www.cowraregion.com.au) |

**Expression of Interest: Festival Coordinator**

**Background**

The Cowra Festival of International Understanding is a premier annual festival in Cowra. 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.

Council is seeking to contract a Festival Coordinator for the next three years, being the 2026, 2027 and 2028 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, school engagement and event coordination of the Festival program, parade and carnival. The Festival Coordinator will report directly to the General Manager.

**Contractor Responsibilities**

* Coordinate Festival opening dinner including venue, catering, order of proceedings and entertainment
* Coordinate Festival street parade
* Coordinate Festival carnival including, entertainment, stallholders and venue logistics
* Coordinate the Festival Youth Ambassador program
* Seek sponsorship for elements of the Festival as deemed appropriate and liaise with sponsors to ensure they receive value for their sponsorship
* 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 to provide information, advice and support in engaging them in the Festival Program
* Arrange tree planting ceremony by guest nation
* In conjunction with Council 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 Festival Committee and 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 key stakeholders at the conclusion of Festival
* Other tasks as reasonably deemed necessary by the General Manager

**Council Responsibilities**

* Provide part-time administrative support to Co-ordinator in the months leading up to the Festival
* Provide advice and support in obtaining required approvals for the event eg Traffic approval
* Provide IT and telecommunications support to the Co-ordinator
* Provide event staff for parade and carnival

**Selection 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.
* Knowledge of Local Government and committee structures
* Current NSW Drivers License

**Contract**

Contract estimate $34,000 per annum or pro-rata, indexed to CPI

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

**Term of Contract**

The Term of Contract will be for the period through to the conclusion of the Festival in 2028.

**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 Thursday 15 May 2025.

**For more information contact:**

Office of the General Manager on 02 63402013

or email inquiries to [council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au)