**Position description**

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| POSITION TITLE: | **Senior Events and Festivals Officer - Programs** |
| DIVISION: | **City Services and Living** |
| DEPARTMENT: | **City Lifestyle** |
| SECTION: | **Events and Festivals** |
| CLASSIFICATION: | **Band 6** |

**POSITION OBJECTIVES:**

The primary objective of this role is to support the planning, coordination, and delivery of the Events Grants Program and initiatives for major festivals and events, with a strong focus of delivering high quality artistic, cultural, and community focused experiences.

Working collaboratively with the Coordinator Events and Festivals, external contractors, and community groups, this position is responsible for designing and implementing programs that reflect Council’s strategic goals. These initiatives should foster inclusive engagement, celebrate diversity, and encourage broad community involvement.

This role presents an exciting opportunity to shape and deliver creative engagement activities within the framework of major and local events. It also involves managing the Events Grants Program to facilitate a wide variety of events across the municipality.

The role also provides operational support to event management personnel, exercises supervisory responsibility for permanent and contracted staff involved in event delivery, and contributes to the implementation of projects and initiatives arising from the Council Plan and related strategies

The key objectives of the position are:

* Deliver inclusive, high-quality programming for Council festivals and events in line with the Hume City Council Events and Festivals Strategy 2023–2026.
* Collaborate with artists, community groups, and contractors to develop and implement artistic and cultural content.
* Foster stakeholder relationships and promote community engagement, access, and inclusion.
* Support program logistics, contract management, and budgeting processes.
* In collaboration with Coordinator Events and Festivals, the position is required to support the design, delivery, evaluation and review of the Events Grants Program.
* Contribute to marketing efforts by supplying accurate program and artistic information.
* Maintain program records and support continuous improvement of event planning systems.

**KEY RESPONSIBILITIES AND DUTIES:**

**Leadership:**

* Under the guidance of the Coordinator of Events and Festivals, take a leadership role in the development, planning and delivery of the Major Events Program , ensuring alignment with the Council Plan and related Strategies and Policies.
* Provide support for contract execution for Hume City Council major events and festivals program and assist with additional contracts as required.
* Lead the administration and management of the Event Grant Program.
* Provide support and guidance to Events Officer – Program

**Council Events:**

* Work with the Coordinator Events and Festivals to define and develop an artistic and community program that aligns with strategic priorities and event requirements.
* Develop and implement innovative initiatives to facilitate the participation of diverse community sectors, including special interest groups, culturally and linguistically diverse (CALD) populations, and marginalized communities in events. Ensuring compliance with Gender Equality legislation and alignment with the Hume City Council Events and Festivals Strategy 2023–2026.
* Collaborate with relevant contractors and stakeholders to ensure all technical and logistical requirements for programs and venues are fulfilled, including production materials and equipment, permits and permissions, bump-in/out schedules, shipping and transportation, OH&S compliance, and risk management plans, while confirming all event and site specifications.
* Proactively source and collaborate with artists and community partners to gather and coordinate technical and presentation requirements, compile financial costs, and develop comprehensive program schedules that ensure seamless and impactful event delivery.
* Under the guidance of the Coordinator of Events and Festivals, manage the administration of contracts and agreements essential for the engagement of artists, performers, and community groups in events.
* Deliver events in alignment with relevant Council frameworks, policies and procedures, and industry standards.
* Establish and maintain strong collaborative relationships with agents, artists, performers, cultural networks, community groups, event industry contractors, and Council stakeholders to facilitate the successful development and delivery of high-quality events and projects.
* Collaborate closely with colleagues within the Festivals and Events team and across other Council business units as required, offering support, guidance, and industry expertise to foster effective teamwork and drive successful project outcomes.

**Cultural and Creative Programming:**

* Experience in developing creative programs across a diverse range of artistic mediums including but not limited to live music from established mainstream artists and local interest groups; art, projection and light installations; roving performers, immersive experiences and more.
* Understanding of programming for a diverse range of local residents and experience in building collaborative community engagement projects and workshops.

**Financial Management**

* Support the management of financial procedures including but not limited to the management of events grants, processing purchase orders, invoices and financial statements as required within the role.

**Events Grants Program**

* Lead the end-to-end management and administration of the Events Grants Program.
* Provide support to community groups and event organisers relating to the events grant program.

**Marketing and Promotional**

* Contribute to the development of marketing strategies for events and projects in collaboration with the Council’s Marketing and Communications Officers and the Council’s Communications team.
* Work in partnership with the Community Centre and Venues Marketing and Promotions Officer and Council’s Communications team to coordinate the development and execution of communication strategies and promotional materials, ensuring effective representation of featured artists and performers.
* Collate and provide accurate artist and program information to the Marketing and Communications team to support the development of all promotional materials and collateral.
* Assist in maintaining up-to-date event and project information on the Council’s website, working in partnership with the Council’s Communications team.

**Administration:**

* Maintain accurate and up to date administrative records utilising the Council’s information management systems and tools.
* Develop plans, processes, systems, and templates to support the functions of this role, ensuring accessibility across the organisation to promote a cohesive and unified approach to Council produced events.
* Prepare reports and correspondence as required or requested.
* Support the development of event management documents including but not limited to programs and schedules, agreements, creative briefs, MC notes etc

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| **ORGANISATIONAL RELATIONSHIPS:** | |
| Reports to: | Coordinator Events and Festivals |
| Supervises: | Events and Festivals Officer – Program  Contractors, artists, performers and community groups and individuals |
| Internal Contacts: | All levels of staff and management at Council, in all service areas as required relating to the position. |
| External Contacts: | Local Government Authorities, State and Federal bodies, performers and artists, contractors, community organisations, groups and individuals, specialised agents, creative companies, event sector networks, schools, and local interest groups. |

**ORGANISATIONAL CONTEXT**

**VISION**

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

**MISSION**

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

**OUR VALUES**

At Hume City Council, our Values underpin everything that we do.

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| Icon  Description automatically generated | We’re better, every day  We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn. |
| Icon  Description automatically generated | We’re in it together  At Hume, everyone matters. We welcome and include all.  Respect and safety are expected. |
| Icon  Description automatically generated | We show up  We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will. |
| Icon  Description automatically generated | All for Hume  We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do. |

**WORK HEALTH & SAFETY (WHS)**

Employees are required to participate in the WHS process by:

* Following established safe working instructions, procedures and policies.
* Taking reasonable care for their own Work Health and Safety and that of others.
* Seeking assistance when unsure of practices, procedures and policies to perform a task.
* Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
* Actively participating and contributing to inspections, audits, team meetings and training.
* Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

* Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
* Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
* Discuss WHS issues as a part of team meetings.
* Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
* Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
* Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
* Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
* Assist with the implementation of Return to Work Plans.
* Ensure that relevant WHS legislation is complied with.

**RISK MANAGEMENT**

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

**STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS**

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

**SERVICE PLANNING & CONTINUOUS IMPROVEMENT**

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council’s Service Planning Framework.

**ASSET MANAGEMENT**

Staff are responsible for undertaking Asset Management functions in accordance with Council’s Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

**ENVIRONMENTAL SUSTAINABILITY**

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council’s Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council’s *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

**HUMAN RIGHTS APPLICATION**

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, polices and strategies.

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| **POLICE CHECK:**  The incumbent must have and maintain a current Police Check | |
| **WORKING WITH CHILDREN CHECK:**  The incumbent must have and maintain a current Working with Children Check | YES  NO |
| **PRE-EMPLOYMENT MEDICAL CHECK**   * The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) * The incumbent must undergo a Pre-Employment Audio Test | YES  NO  YES  NO |
| **PSYCHOMETRIC ASSESSMENT**  The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position | YES  NO |
| **OTHER DUTIES**  Responsibilities and duties included in this position description are subject to the *Multi‑skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time. | |

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

The incumbent is responsible and accountable for:

* Displaying and promoting Our Hume Values and associated guiding behaviours.
* Working within Council policies and procedures, including WHS, EEO, and the Code of Conduct.
* Acting within the framework of clearly set objectives, Council policies and budgets, with the freedom to act being subject to regulations and usually subject to appeal or review.
* With approval from the Coordinator Events and Festivals, making informed decisions regarding theme development, programming, awarding contracts for services and performers to ensure timely and efficient event delivery.
* Overseeing the development, implementation, and delivery of programs and projects, ensuring adherence to all relevant policies, procedures, and correspondence related to their planning and delivery.
* Initiating, coordinating, and supervising all production and logistical requirements, providing comprehensive support to successfully execute the projects and events program.
* Manage day-to-day operational processes and correspondence relating to the event grant program and designated events.
* Supervision of part-time, casual, and contract staff engaged in the delivery of event programming, ensuring effective team coordination and performance.
* Providing formal input into policy development within the scope of the position.

**JUDGEMENT AND DECISION MAKING:**

The incumbent is accountable for:

* Resolving complex issues promptly, either independently or with guidance, including applying sound judgement using procedures developed from theory or precedent when making decisions to problems not previously encountered.
* Providing professional expertise and provide production, and logistical solutions relating to programming for events to Coordinator Events and Festivals for approval.
* Formulating responses to correspondence from the public, colleagues, and senior management as required.
* Regularly reviewing and updating processes and procedures relating to programming, and the grants program, to ensure compliance with legislation, governance frameworks, and Council policies, identifying opportunities for improvements.
* Offering expert advice to community members and colleagues regarding the creation, development, planning, costing, scheduling, and delivery of programming for events and festivals.
* Applying sound judgement in managing sensitive information, stakeholder requests, and time-critical tasks and knowing when to escalate issues to the Coordinator Events and Festivals where required.
* Guidance and advice is usually available.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

* Expert knowledge in engaging and collaborating with artists and community groups to facilitate programming for arts or community-based festivals.
* Proven skills in creative programming and event project management, demonstrating the ability to coordinate multiple complex events successfully.
* Knowledge and experience in assessing and managing risk processes associated with events to ensure the safe and compliant delivery of events.
* Demonstrated competence in contract administration and monitoring.
* In-depth understanding of community cultural development principles and practices relevant to local government contexts.
* Experience in writing clear, concise reports and preparing formal correspondence for external stakeholders.
* Understanding of the organisation’s long term goals to support service planning programs and initiatives in line with industry best practice.

**MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

* Exceptional time management, planning, and organisational skills, with the ability to set realistic priorities and consistently meet deadlines with available resources.
* Proven experience in supervising contractors, performers, artists, casual staff, and other team members, effectively managing performance to achieve goals and targets.
* Demonstrated ability to ensure adherence to Equal Employment Opportunity (EEO) and Work Health and Safety (WHS) legislation, policies and procedures.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

* Highly developed verbal and written communication skills with the ability to prepare and present concise reports and information for staff on matters relating to the position.
* Ability to be an effective and supportive team member.
* Ability to influence and gain cooperation and assistance from clients, colleagues and community members in the administration of defined activities.
* Demonstrated ability to establish and maintain relationships with internal and external stakeholders, agencies, artists, performers, and community groups to secure high quality program for Hume City Council.
* Proven ability to collaborate effectively with diverse stakeholders, including internal staff, external organisations, and community members with varying skill levels.
* Ability to engage in constructive dialogue and resolve issues with a variety of stakeholders.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

* Degree or Diploma in Arts Management, Events Management or a related field and some relevant experience or lesser formal qualifications with extensive experience in similar or comparable organisations.
* Comprehensive knowledge of local government operations, including relevant processes and procedures would be advantageous.
* Proven experience in planning, programming, and delivering events, arts and cultural programs, within a local government setting.
* Experience in developing and implementing artistic and community-focused program for events and festivals, within budget and in a timely manner.
* Strong project management skills, with the ability to coordinate activities and projects effectively while adhering to budgets, timelines, and objectives.
* Current driver’s licence.

**TASK** **ANALYSIS**

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

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| **Condition/Activity** | **Constant** | **Frequent** | | **Occasional** | | | **N/A** | |
| Manual handling weights – above 10kgs |  | |  | |  |  | |
| – below 10kgs |  | |  | |  |  | |
| Manual handling frequency |  | |  | |  |  | |
| Repetitive manual work |  | |  | |  |  | |
| Repetitive bending/twisting |  | |  | |  |  | |
| Repetitive kneeling/squatting |  | |  | |  |  | |
| Working with arms above head |  | |  | |  |  | |
| Lifting above shoulder height |  | |  | |  |  | |
| Using hand tools – vibration/powered |  | |  | |  |  | |
| Operating precision machinery |  | |  | |  |  | |
| Close inspection work |  | |  | |  |  | |
| Wearing hearing protection |  | |  | |  |  | |
| Wearing eye protection |  | |  | |  |  | |
| Wearing safety shoes/boots (steel cap) / gum boots |  | |  | |  |  | |
| Wearing other relevant PPE |  | |  | |  |  | |
| Working in dusty conditions |  | |  | |  |  | |
| Working in wet/slippery conditions |  | |  | |  |  | |
| Working with chemicals/solvents/detergents |  | |  | |  |  | |
| Washing hands with soap (hygiene) |  | |  | |  |  | |
| Working at heights |  | |  | |  |  | |
| Working in confined spaces |  | |  | |  |  | |
| Working in chillers (+4 degrees C) |  | |  | |  |  | |
| Performing clerical duties |  | |  | |  |  | |
| Working on a keyboard |  | |  | |  |  | |
| Driving cars and/or trucks |  | |  | |  |  | |
| Other (please specify) |  | |  | |  |  | |
| Other special features: Attending site visits, off site meetings and working on event sites as required within this role | | | | | | | |

**VARIATION TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

**AGREEMENT:**

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| I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein. | |
| Name (Please print): | |
| Signature: | Date: |

**SELECTION CRITERIA:**

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Degree or Dimploma in Arts Management, Events Management or a related field and some relevant experience or lesser formal qualifications with extensive experience in similar or comparable organisations.
2. Demonstrated experience in planning, developing, and delivering large-scale public events and festivals, with a strong focus on creative programming, including engagement of artists, performers, and community groups.
3. Proven ability to work collaboratively with internal and external stakeholders, including contractors, community organisations, artists, and local government departments, to achieve shared outcomes.
4. Strong understanding of community development principles and experience in developing inclusive programming that reflects cultural diversity, gender equity, and accessibility in line with Council priorities and relevant legislation.
5. Excellent project management and organisational skills, including the ability to manage multiple projects, budgets and competing deadlines, while maintaining attention to detail and delivering high-quality outcomes within budget and timeline constraints.
6. Sound knowledge of event production and logistical requirements, including technical specifications, site planning, permit processes, OH&S, risk management, and contractor supervision.
7. High-level written and verbal communication skills, including experience in writing reports, correspondence, and briefing materials, as well as collaborating with communications teams to support marketing and promotional campaigns.