

Bruthen Blues & Arts Festival February 2018
Presented by the Bruthen Arts & Events Council Inc.

Expression of Interest

Bruthen Blues & Arts Festival February 2018 – Festival Coordinator

The Bruthen Arts & Events Council Inc, is seeking a Festival Coordinator for the 2018 Bruthen Blues & Arts Festival

The Festival Coordinator's role will be the central point for all Festival Committee members to liaise with and provide progress reports. Consequently, it is essential that the Festival Coordinator work intimately with the Committee.

The Festival Committee, a sub-committee of the Bruthen Arts & Events Council Inc. is responsible for the organisation and running of the Festival. It is made up of between 15 to 25 people with a broad range of skills and involvement in the organising of the festival.

The Festival Committee has a well-established structure of roles and responsibilities (available on request), with most roles being carried out by volunteers with plenty of experience in their particular role.

Tasks & Responsibilities

1. Attend Festival Committee meetings (between 10 to 12 meetings)
 - Between July and December, meetings will generally be held monthly
 - In January and February meetings will be held fortnightly
 - Meetings are held in Bruthen, generally on a week night
 - Between meetings, correspond closely with key Committee members by email or phone

Notes:

This role is required at every meeting but if unavoidable circumstances prevent attendance at a scheduled meeting, it may be possible to attend meeting through virtual means, or ensure that a detailed report is provided to the meeting chair 24 hours prior to the meeting.

This role is generally not required to chair meetings or take minutes, but this may be necessary from time to time.

2. Maintain updated organising documents and lists (templates from previous years will be provided)
 - Committee members contact details
 - Organising roles and responsibilities
 - Planning schedule / deadlines calendar
 - Dynamic action list (list to be updated with new or changed actions after each meeting and circulated to the full Committee within one week)
 - Tasks list

3. Monitor progress of actions, and if actions are being completed by deadlines.
 - Keep a check on actions and due dates, and send reminders for key deadlines (email, text or phone call)
 - As required, liaise directly with those committee members with key organising roles, and those with actions assigned to them, ensuring that, as much as possible, deadlines are met and actions carried out.
 - If there is concern that any critical deadlines are not going to be met (e.g. artist contract deadlines, sponsorship deadlines, marketing media deadlines, etc) alert Meeting Chair as a matter of urgency.
4. Budget monitoring and updates (the Committee will establish an event budget with estimated expenditure)
 - Maintain the budget (currently in excel format), updating with actuals as they are confirmed
 - Work closely with treasurer, and each committee member with responsibility for budget items (i.e. artist team, production team, merchandise, etc)
 - Present revised budget actuals at meetings as required
5. Compile content for festival program; an A5 booklet, which contains all the relevant information for festival goers.
 - Collect all relevant information from every team member responsible for organising key elements of Festival, such as information on sponsors and logos, publicity, artist's bios, workshops, program details etc. (Templates from previous years will be provided)
 - Review, and proof-read content, and submit to the Committee. Revise as required.
 - Submit all required content to Festival graphic designer.
 - Review complete program drafts. Revise as required.
 - Submit program to Committee for final approval prior to publication.
 - Ensure Program is published by publication deadline.
6. Coordination of festival weekend
 - Coordinate overall festival program events in collaboration with the festival team.
 - Trouble shoot issues as they arise and instigate contingency plans as required.
 - Participate in festival weekend event management as required.
7. Submit final report post-festival, including supply of all files and relevant documents.

Accountability and Reporting

Deliverables of the position will be clearly shown in the 2018 Planning Calendar, and Contract of Service. Detailed planning documents, templates from previous years, and schedules will be made available on commencement of role.

The Festival Coordinator will provide progress reports to each Committee Meeting, and update Committee Members between meetings as required.

The Chair of the Festival Committee holds overall responsibility for the position, and will liaise directly with the Festival Coordinator over accountability and any other issues that arise. Failure to meet deliverables may result in termination of contract services.

Deadlines and workload

The time frame for the contract is between August 2017 and March 2018. The bulk of the responsibilities and tasks will be carried out between October 2017 and February 2018.

Workload is estimated to be one day a week averaged across the period, plus 30 hours on the festival weekend. Further discussion will be held with the successful contractor on how the tasks and deadlines work across the planning period based on experience from past years.

Contract Remuneration

The Bruthen Arts & Events Council Inc. offers remuneration for contract services up to \$13,400, dependent on skills and experience. An ABN is required and payment will be made in the following stages on receipt of invoice.

Stage 1	Up front payment on commencement of role – August 2017	20%
Stage 2	Progress payment – end September 2017	20%
Stage 3	Progress payment – end November 2017	20%
Stage 4	Progress payment - at completion of festival program content – end January 2018	20%
Stage 5	Final payment - at completion of final report, post festival, March 2018	20%
		100%

Expression of Interest Submissions

Please submit a brief Expression of Interest, no more than 3 pages in length, which includes.

- A summary of relevant experience.
- A response to the key selection criteria including applicable examples
- Names of three referees and their contact details.

Key Selection Criteria

- Excellent planning, prioritisation, and time management skills.
- Excellent organisation and communication skills.
- Ability to liaise with a wide range of people, both within and without the Committee.
- Good computer skills, particularly in use of Word and Excel.
- Flexibility to work required hours across a week to fulfil responsibilities in a timely manner including ability to attend evening meetings in Bruthen.
- Access to reliable Internet and email essential.

EOI proposals should be submitted by email to arrive no later than 5pm, Friday, 7th July 2017 to: evagrunden@bigpond.com using subject line: Festival Coordinator, EOI Submission.

You will be notified by return email that your proposal has been received.

For further enquiries or to arrange a confidential phone conversation, please contact Eva Grunden, Chair, Bruthen Blues & Arts Festival Committee at evagrunden@bigpond.com using the subject line: Festival Coordinator, General Enquiry