



Position Details

Position title:	Production Administrator – St Kilda Festival
Award Classification:	Band 5
Department:	Community Services
Division:	Community Wellbeing and Culture
Date Approved:	September 2026
Approved By:	Executive Manager Community Services

Organisational Relationships:

Reports To:	St Kilda Festival Production Manager
Supervises:	Casual Office Staff
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Assist the Festival Production Team in overseeing strategies to ensure all production and operational aspects of the St Kilda Festival are met
- Coordination of production schedules and document maintenance whilst overseeing and liaising with Festival suppliers, Festival staff, contractors and partners.

Key Responsibilities and Duties

- Assist the Festival Production Team in overseeing strategies to ensure all production and operational aspects of the St Kilda Festival are met
- Assist with the recruitment and onboarding of Event and Production delivery staff, including briefing and liaising with Festivals recruitment and pay-roll agency.

- Liaise with Festival partners and participants to ensure infrastructure requirements are met
- Oversight of implementation of Festivals online Safety Induction.
- Supervision of casual staff and volunteers.

Accountability and Extent of Authority

- Staff management for casual staff and volunteers.
- Ability to utilise analytical and investigative skills for contribution to the production strategy and the development of policies.
- This role is guided by Council objectives, budgets, policies and strategies, including the Council Plan.
- Oversee relationships for key Festival stakeholders according to council policy and festival planning.

Judgement and Decision Making

- Responsible for ensuring accurate and appropriate information and advice is given to service users and the public in relation to the St Kilda Festival
- Application of established skills and previous experience in order to solve problems and issues they arise.
- Resolve problems and make decisions within established policies and procedures
- Required to make decisions on day-to-day basis under broad direction with guidance and advice not always available.

Specialist Skills and Knowledge

- Demonstrated professional experience in planning, project management and communication
- Demonstrated understanding and knowledge of the operational and production requirements needed to stage large scale outdoor music events.
- Ability to meet short deadlines and maintain high level of work standards.
- Understanding of the goals of the 2026 St Kilda Festivals team and knowledge of the long-term goals of the wider organisation.
- Demonstrated coordination, investigative, analytical and skills in organisation.

Management Skills

- Ability to achieve objectives despite conflicting pressures.
- Ability to prioritise and effectively manage time, plan & organise own work particularly in times of high stress.
- Responsible for implementing and communicating policies and procedures to production staff, including but not limited to, Occupational Health and Safety, Risk, Human Resources policies, procedures and techniques.
- Ability to manage and direct staff.

Interpersonal Skills

- Ability to liaise with Council officers, production staff and the public at all levels, including negotiation and gaining co-operation.
- Ability to work effectively both under supervision as well as achieve results with a minimal level of supervision.
- High level written and oral communication skills.

Qualifications and Experience

- **Academic:** Relevant tertiary qualifications with some relevant experience or lesser qualifications with substantial experience in events and/or festival management.
- Current Certification in 'Provide First Aid' highly desirable
- **Experience:** Demonstrable experience in similar roles on major events.

Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our



success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

Key Selection Criteria

- Demonstrated professional experience in planning, project management and communication roles in a Local Government or Major Event framework.
- Demonstrated coordination and organisation skills and ability to meet short deadlines in a high-pressure events environment.
- Experience in staff or volunteer management in major events.
- Ability to actively provide and promote service culture through personal leadership.
- Demonstrated experience to facilitate relationships and influence decision making.
- Strong Microsoft Office skills.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.