



## Position Details

<b>Position title:</b>	<b>Coordinator Festivals &amp; First Peoples Programs</b>
<b>Award Classification:</b>	Band 8
<b>Department:</b>	Community Services & Culture
<b>Division:</b>	Community Wellbeing
<b>Date Approved:</b>	June 2026
<b>Approved By:</b>	Manager Community Services & Culture

### Organisational Relationships:

<b>Reports To:</b>	Head of Arts, Festivals & Events
<b>Supervises:</b>	Screen, music and First Peoples programming positions, Festival administration and sponsorship positions, all at officer or lead level. Production staffing for festivals and casual event roles as required.
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors
<b>External Stakeholders:</b>	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors. Traditional Owners, festival participants, festival sponsors, art and cultural organisations and peak bodies.

## Position Objectives

This role drives cultural, social and economic outcomes for the municipality through high-impact festivals and programs that enhance community connection, identity and participation.

- Lead the strategic development and delivery of Council’s festivals and First Peoples programs, positioning Port Phillip as a recognised leader in cultural programming, community participation and inclusive practice
- Build and maintain respectful, collaborative relationships with Traditional Owners, First Peoples communities, artists and organisations to ensure culturally appropriate and self-determined outcomes



- Ensure all programs are delivered safely, within budget, and to a high standard through strong project, procurement, risk, contractor and stakeholder management practices

## Key Responsibilities and Duties

- Lead and manage the Festivals & First Peoples Programs team to deliver high-quality, inclusive and strategically aligned festivals and programs
- Oversee the planning and delivery of festivals and programming that deliver measurable growth in participation, community engagement and public impact
- Support and enable self-determined First Peoples cultural outcomes, and provide leadership in culturally appropriate engagement and programming practices
- Lead sponsorship and partnership strategies to grow revenue, leverage external investment and increase the reach and impact of Council's festivals program
- Ensure all programming, governance and administrative activities comply with relevant legislation, policies and best practice standards
- Coordinate key operational and administrative functions, including procurement, tendering and contract development and management
- Manage projects, budgets and resources to ensure effective and accountable delivery

## Accountability and Extent of Authority

- Accountable for delivering high-quality, high-impact festival and cultural programs that achieve Council's strategic objectives within agreed budgets and performance expectations
- Lead the Festivals & First Peoples Programs unit, accountable for resource management, service delivery and achieving outcomes within Council goals, policies and approved budgets
- Exercise autonomy in operational decision making, guided by Council's strategic and operational objectives, policy frameworks and legislative requirements
- Provide strategic advice, leading and contributing to Councillor briefings and reports, policy and strategy development to inform organisational direction and respond to community needs
- Build and maintain effective relationships with Councillors, Executive and senior stakeholders, informing and influencing decision-making and organisational priorities
- Oversee team performance, including recruitment and management of staff, volunteers and consultants, and ensure delivery of high-quality projects and services within agreed timeframes and budgets
- Ensure compliance with relevant legislation, regulations and Council policies, with accountability for delivering compliant programs within approved budgets and timeframes

## Judgement and Decision Making

- Exercise a high degree of independent judgement and initiative, developing advice and solutions within broad organisational goals, policies and legislative frameworks.



- Make complex decisions based on research, analysis and professional expertise, including interpreting and applying policy, with advice relied upon to inform strategic and operational decisions.
- Assess and manage risk effectively, implementing mitigation strategies and escalating issues as required, with decisions having a significant impact on organisational outcomes and community services.

## Specialist Skills and Knowledge

- Demonstrated knowledge of contemporary festival programming principles and their application in delivering complex, high-profile events
- Experience of legislative and policy frameworks relevant to local government, including procurement and contracting, with the ability to interpret and apply these in complex organisational contexts
- Advanced understanding of commercial and government funding, sponsorship and partnership models, with proven ability to secure, manage and leverage funding to achieve strategic outcomes
- Demonstrated experience in, and commitment to, First Peoples arts and cultural programming, with an understanding of appropriate engagement practices and cultural protocols

## Management Skills

- Highly developed organisational and time management skills, with the ability to plan, prioritise and oversee multiple competing priorities across a complex work program
- Demonstrated ability to lead, manage and develop staff, including allocating work, setting priorities, and building team capability
- Demonstrated ability to manage workloads and resources effectively, ensuring delivery against deadlines and organisational objectives, particularly in high-pressure and peak activity periods

## Interpersonal Skills

- Highly developed communication and interpersonal skills, with the ability to engage, influence and negotiate effectively with a broad range of stakeholders, including Councillors, Executive and senior management, in both formal and informal settings
- Demonstrated ability to build and sustain collaborative relationships across Council and with external partners, gaining cooperation and commitment to achieve strategic and operational outcomes
- Proven capacity to lead and foster a positive team culture, promoting collaboration, clear communication and strong working relationships



## Qualifications and Experience

- Tertiary qualification in arts management, cultural policy, creative industries or a related discipline, or lesser formal qualifications with substantial relevant experience
- Extensive senior experience in cultural events, programming and/or policy within a public sector or comparable environment

## 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

Support Council's business continuity, emergency management and municipal recovery activities when required.

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

- Extensive experience leading and delivering large scale, high profile festivals and events, including end-to-end responsibility for planning, programming, operations and evaluation
- Demonstrated senior experience within local government or a comparable public sector environment, with a strong understanding of governance, policy and political context
- Proven experience leading high performing teams, including workforce planning, performance management, capability development and fostering a creative, dynamic and collaborative culture
- Highly developed stakeholder engagement and relationship management skills, with experience working effectively with Councillors, senior executives, government agencies, Traditional Owners, sponsors and community partners
- Demonstrated expertise in arts and cultural programming, including delivering inclusive and high quality outcomes and working with First Peoples artists and communities in culturally appropriate and respectful ways
- Strong financial, governance and risk management capability, including experience managing significant budgets, procurement and contracts, and ensuring compliant delivery of complex programs within agreed timeframes

*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.*