



POSITION DESCRIPTION

Job Title	Sit Down Shutup and Watch Festival Coordinator
Reporting to	Artistic Director/ CEO
Direct Reports:	Administration Assistant and Project Staff as agreed with the Artistic Director
Hours	7.5 hours per week (with potential to increase hours by negotiation)
Location	Brighton, South Australia
Award	Social, Community, Home Care and Disability Services Industry Award Level 4

The position is reliant on the availability of ongoing funding and organisational financial capacity.

Purpose

In collaboration with committee members coordinate all aspects of SDSW committee meetings and the planning and delivery of the SDSW Film and New Media Festival.

Key Responsibilities

SDSW

SDSW Steering Committee facilitation and development

- Work with the Chairperson and Steering Committee to maximize effective decision making by overseeing preparation for meetings, meeting procedures and minutes.
- Consult with the Chairperson to prepare funding applications, acquittal reports and related correspondence.
- Maintain good relationships with key stakeholders and sponsors. and initiate and develop new ones
- Support Steering Committee with relevant presentations, documentation and correspondence to promote the Festival.
- Support and work with the Steering Committee to build their networks with other community, disability, arts and service organisations.
- Support and supervise a person with a disability to take on specific administrative tasks associated with planning and ultimately coordination of the Festival.

Event Logistics

- The Coordinator will work closely with the Artistic Director and Steering Committee to ensure the design of a festival which impresses sponsors, funders, audiences and community members with its high level of coordination, artistic value and social impact. More specifically, the Coordinator will work with the Artistic Director and committee on film acquisition, festival planning and implementation, and post-festival follow-up.

Communication and Relationship Building

- Work with the Steering Committee, graphic designer and identified marketing strategists to create and disseminate information that accurately represents the festival and which attracts targeted audiences and people interested in attending SDSW workshops.
- Maintain and develop existing relationships with key film industry, arts sector and disability organisations to ensure the Festival is recognised as a significant event in the wider community.

Advertising and Sponsorship

- Oversee SDSW publicity campaigns in a way that cultivates community, business and government support for the Festival.

Production

- Source production crew to set up, manage and troubleshoot any foreseeable issues with sound and projection equipment in a manner that maximizes the festival experience for audience.

Finance

- Identify/prepare funding applications to Philanthropic Trusts, Foundations and others.
- Prepare acquittal reports for funding received as required.
- Monitor the budget for the SDSW program.

Other

- Prepare reports for the Artistic Director to include in her Board Reports.
- Ensure all key documents associated with SDSW Film Festival are stored electronically.
- Provide support and supervision to the SDSW Administrative Assistant.

STANDARD JOB REQUIREMENTS:

All employees must:

- Conduct their duties in accordance with Tutti's Purpose, Vision and Values Statement.
- Contribute to the Goals of the organisation as identified by Tutti's Strategic Plan.
- Comply with Tutti's conditions of employment, specifically the Code of Conduct, and Confidentiality Agreement, and other generally applicable policies and procedures.
- Complete compliance training requirements within the appropriate timeframe as directed from time to time.
- Adhere to the legislative requirements of the role including but not limited to the OHS&W Act, Equal Opportunity Act and Anti-Discrimination Act.
- Be physically and mentally capable and present themselves in a fit state to conduct their duties.
- Actively participate in performance reviews, performance development or performance improvement and mandatory training as required.
- Undergo a satisfactory DCSI criminal screening check on a regular basis as required.
- Be willing to work reasonable overtime to meet specific requirements on occasion.
- Be willing to attend approved training and development programs.

WORKPLACE HEALTH, SAFETY AND WELFARE:

All employees must:

- Adhere to policies and procedures and follows all reasonable instruction.
- Attend required training.

- Report hazards, all incidents and near misses within timeframes.
- Protect own safety at work.
- Avoid adversely affecting the health and safety of others through an act or omission at work.
- Use equipment supplied.

QUALITY AND RISK MANAGEMENT:

All employees must:

- Report to their supervisor or a senior staff member any identified potential risks.
- Completes hazard and incident reports as per procedure.
- Ensure all essential training is completed and in date.
- Comply with the quality systems policies, procedures/processes.
- Report to their line manager any problems with compliance that need to be addressed.

Internal Relationships

<i>With</i>	<i>Purpose</i>
Artistic Director	Artistic Director provides creative leadership to the project and the Coordinator reports directly to that position.
Arts Manager	Arts manager is responsible for the arts funds income and arts project management. Coordinator liaises regularly in relation to grant funding for the project.
Finance	Coordinator to liaise with Finance Officer over invoicing and payments and financial statements.
SDSUW Chair& Steering Committee	This position will work closely with the SDSW Steering Committee.
SDSUW Administrative Assistant	Provides support to this position.

KPI's

<i>KPI's</i>
• All key decisions for the Film Festival are led by learning disabled steering committee.
• The 2018 Film Festival increases audience by 15%.
• Audience feedback reflects well on the festival and films screened
• Reviews of Film Festival are 75% positive
• The 2018 Festival operates within budget.

Academic Qualifications, Work Experience and Skills

<i>Essential</i>	<i>Desirable</i>
Relevant qualifications in Disability, Community Services and or Arts	Developed ability to negotiate

High level coordination skills	Competency in conflict resolution.
Passion for the Arts and knowledge of the Film, Arts or Disability Industries	Experience in an arts related area
Demonstrated ability to work in effective teams to deliver specific outcomes	
Ability to relate on a personal level with people with disabilities, their families and advocates	
Ability to empower people with disability to take responsibility for the program	

Personal Qualities and Behaviour traits

<i>Attribute</i>	<i>Description</i>
Courage, confidence and energy	The ability to face challenges with confidence and bravery and to maintain high levels of effective vigorous activity over extended periods of time.
Capacity to collaborate	The ability to work effectively and inclusively with others on a common task and to take actions which respect the needs and contributions of others
Versatility/creativity	The ability to work flexibly and effectively in different contexts, demonstrated by the capacity to think on one's feet and amend one's approach in line with evolving circumstances and priorities.
Conceptual	The ability to spot underlying themes and causal issues that are important to address.
Drive	A determined drive to achieve results, deliver high standard work and maintain a leading edge in the sector
Appropriate Person	Has a personal record free from inappropriate social or criminal activity.

Employee Signature _____ Date _____

Tutti Artistic Director/ CEO Signature _____ Date _____

Performance review period / Review date _____