

1. Position Identification

Title:	Midland NAIDOC Events Coordinator
Location:	Indigo Junction Head Office, Midland
Level:	4.3
Hours of Work	<ul style="list-style-type: none"> 7.6 hours (1 day) per week Fixed Term contact - 18 weeks
Date effective:	Starting March 2020 to July 2020.

2. Reporting Relationships

Responsible To (immediate Supervisor)	Project Manager
Number of Staff Positions (directly supervised)	Nil
Number of Staff Positions (indirectly supervised)	Nil

3. Organisational Values

All employees are expected to work to the vision, mission and values of Indigo Junction.

Vision

Everyone has the right to a safe place to live and grow.

Mission

Indigo Junction will:

- Offer safe, secure and affordable housing.
- Promote independence, education and personal development.
- Build capacity for social and economic participation.
- Support our clients development towards self-sufficiency.
- Use our voice to advocate for social change.

Values

Dedicated • Respectful • Innovative • Informed • Collaborative

4. The key objectives of this position are:

- Coordinate and implement the Midland NAIDOC Event including but not limited to booking of venue, logistical support, booking of entertainers, stall holders liaison, performing bump in and bump out at all event, managing the event on the day.
- Work closely with the Midland NAIDOC Cultural Committee to receive local cultural advice and decisions.
- Chair the Midland NAIDOC Working Group and coordinate all activities.
- Manage the Midland NAIDOC Facebook page.
- Assist with marketing the event.

5. The key duties and responsibilities of this position are:

- Liaison with Artists and Performers and securing verbal and written agreements for booking them to perform on the day.
- Development of letters of agreements for all artists engaged.
- Ensure the Event is implemented in keeping with the 2020 Theme.
- Manage and monitor the NAIDOC Midland Facebook page for the event in consultation with the Midland NAIDOC Working Committee.
- Identify appropriate prizes, awards and competitions in consultation with Midland NAIDOC Cultural Committee and Midland NAIDOC Working Group.
- Organise a photographer for the event.
- Chair (or delegate) all meetings of the Midland NAIDOC Working Group.
- Attend all meetings of the Midland NAIDOC Cultural Committee and report decisions back to the Midland NAIDOC Working Group.
- Assist the Project Manager to manage the Midland NAIDOC budget, ensuring that all payment allocations to and from Musicians, Bands, Artists, stall holders, resources and materials, providers of equipment and other activities required for the event are sufficient for the event.
- Liaise with our Accounts team to ensure all organisations are invoiced, as required, for donations of funding towards the event.
- Registration of Event on NAIDOC Events website and local government authorities including City of Swan and Police.
- Apply for licensing of music for event via the Australasian Performing Right Association (APRA).
- Ensuring all legal and risk management responsibilities are covered including security, safety and emergency procedures.
- Application for the use of NAIDOC Week logos if required.

- Assist Project Manager with the provision of overall insurance including public liability and other insurances related to volunteers, sub-contractors and event management.
- Booking and liaison with stall holders and ensure, in collation with committees, that activities are culturally appropriate for the Event.
- Coordinate surveys to seek feedback on the event.
- Take, maintain and distribute (or delegate) Midland NAIDOC Working Group and Midland NAIDOC Cultural Committee meetings minutes and agendas.
- Develop, distribute and coordinate nomination forms for Midland NAIDOC Awards.
- Organise prizes, competition and awards in consultation with Committees.
- Collate a post-event report summarising tasks and outcomes in roles undertaken in the production of this event.
- The overall event management of the event alongside other members of the Midland NAIDOC Working Group and Midland NAIDOC Cultural Committee.
- Assist the Project Manager in the design of Marketing and branding in consultation with the Midland NAIDOC Committee as required.
- Ensure, wherever possible, Aboriginal and local organisations and individuals are engaged as sub-contractors and performers for the event, as well as members of the Committees.
- Promotion of Event via word of mouth, brochures, school newsletters, flyers in local supermarkets and on Facebook.
- Share all information with the Project Manager to ensure they are across all details of the event. Information shall be shared via regular face to face meetings, email and telephone conversations.
- Ensure value for money with the engagement of all activities and resources for the event.
- Coordinate (or delegate) volunteer management.

6. Selection Criteria:

The skills, experience, qualifications and attributes needed to do this job

<i>a) Qualifications and/or training and/or licences</i>	<i>Essential</i>	<i>Desirable</i>
A tertiary qualification in events management or similar area and at least 3 years appropriate experience; or demonstrated equivalent.	✓	

<i>b) Experience and knowledge</i>	<i>Essential</i>	<i>Desirable</i>
Effective communication and writing skills	✓	
Deliver end-to-end events from concept phase to implementation	✓	
Experience working with budgets	✓	
Event management including but not limited to bump-in, bump-out, deliveries, set-up, staff and volunteer briefings and supervision, supplier coordination, client / stall holder relations, guest management.	✓	
Cultural competency and experience working with people from diverse backgrounds.	✓	

<i>c) Skills and attributes</i>	<i>Essential</i>	<i>Desirable</i>
High level of interpersonal skills.	✓	
High level communication skills, both written and oral.	✓	
High level negotiation and advocacy skills.	✓	
High level self-management, time management and organisational skills.	✓	
Computing skills in word processing, spreadsheets and data-base.	✓	

<i>d) Training and/or licences and/or clearances</i>	<i>Essential</i>	<i>Desirable</i>
Current 'C' class driver's licence.	✓	
Current National Police Clearance.	✓	
Working with Children Clearance.	✓	

7. Benefits and Culture

- Not-for-profit salary packaging
- Fun, friendly and supportive team

8. How to Apply

Aboriginal and Torres Strait Islander peoples with relevant skills and experience are encouraged to apply.

To apply for the above position please email recruitment@indigojunction.org.au and include in the subject line 'Midland NAIDOC Event Coordinator'.

For any queries please do not hesitate to contact Kellie Wigg, Project Manager at Indigo Junction on (08) 9274 5382.

There is no close date, please apply as soon as possible, application will be assessed as they are received. You will only hear back from us if you are shortlisted for an interview.