

Role Description FESTIVAL COORDINATOR



WORLDPRIDE SYDNEY 2023

| | |
|----------------------------------|---|
| Organisation | Sydney WorldPride Limited |
| Location | Surry Hills, NSW |
| Classification/Grade/Band | Mid-Level |
| Term of employment | Start date: 6 September 2021 3 days/ week Full-time from January 2022 until project completion (March 2023) |
| Date advertised | 2 August 2021 |
| Website | www.sydneyworldpride.com |

Overview of Sydney WorldPride Ltd

In October 2019, Sydney Gay and Lesbian Mardi Gras (SGLMG) successfully won the rights to host WorldPride in Sydney in 2023 (Event).

WorldPride is an event that promotes lesbian, gay, bisexual, transgender, queer and intersex (LGBTIQ) issues on an international level through parades, festivals and other cultural activities. The inaugural WorldPride was held in Rome in 2000. Cities which have hosted WorldPride since 2000 include Jerusalem, London, Toronto, Madrid, New York, Copenhagen is hosting WorldPride in 2021 and Sydney in 2023.

Sydney WorldPride Ltd is the legal entity established to plan and deliver the Event. The Event is to take place over two weeks in February 2023 and it will coincide with the 50th anniversary of the first Australian Gay Pride Week; the 45th anniversary of the first SGLMG; and the fifth anniversary of Marriage Equality in Australia.

SWP 2023 will be the first WorldPride to be held in the Asia Pacific, and our programs will shine a light on LGBTQI+ human rights across the region. In addition, First Nations peoples were an integral part of the bid, and they will continue to form a strong part of our WorldPride program.

We are looking for experienced, skilled and highly motivated people to join the team to ensure SWP2023 engages, educates and excites audiences, while creating memorable experiences and providing significant benefits to the LGBTIQ+ community in Australia and globally.

Our values are:

- We listen
- We act with courage
- We are genuinely curious about the needs and desires of others
- We behave with respect and integrity
- We embrace diversity

Primary purpose of the role

Reporting into the Major Events Producer, the Festival Coordinator assists with administrative, financial, creative tasks relating to the preparation of the production, planning, organisation and implementation of SWP and partner-produced events during the Sydney WorldPride Festival in 2023.

This is an exciting opportunity for a Coordinator to experience all facets of festival planning and delivery, sitting across the full calendar of events and projects for a global festival.

The Festival Coordinator will also indirectly report into the Executive Producer, Festival Producer and Creative Directors.

Key accountabilities

- Support the Operations & Programming team as required.
- Provide admin support with meeting notes, reports, etc.
- Liaising with suppliers for research, quotes and contracts.
- Master and keep the internal project management software up to date.
- Make decisions and act within SWP's core values, strategic plans and priorities, legislative and regulatory frameworks, practice standards, delegations, agency policy and procedures.

As with most Festivals, the key accountabilities for this role are likely to evolve during the planning process via ongoing consultation with the Major Events Producer.

Key relationships

| Stakeholder | Relationship objectives |
|---|---|
| External | |
| Community & Event Partners | <ul style="list-style-type: none">Engage with external contacts and suppliers, and ensure they uphold and enhance the SWP brand and values, including in all collateral and communications by following approved process |
| Internal | |
| Major Events Producer, Festival Producer, Creative Directors, Executive Producer | <ul style="list-style-type: none">Maintain regular communications and maintain a 'no surprises' culture to keep them informed of your workProvide reports on the progress made against the objectives and allocated tasksIdentify, escalate and consult on new or emerging issues |
| SWP Team | <ul style="list-style-type: none">Build and maintain collaborative working relationships in line with SWP values |

Reporting line

The Festival Coordinator reports to the Major Events Producer, with dotted lines to the Executive Producer, Festival Producer and Creative Directors.

Direct reports

None

Essential requirements

- 1 year or more as a Coordinator in an events or festival environment.
- Outstanding attention to detail and organisational skills
- Ability to manage competing priorities and work well under pressure with tight deadlines
- Excellent documentation and reporting throughout the event process
- Excellent interpersonal skills with the ability to liaise with diverse groups of people
- Ability to organise work flows, set priorities, and use initiative in applying work practices
- Ability to work collaboratively both autonomously, and in a team capacity, showing initiative and balancing competing demands
- An understanding of and direct experience working with the LGBTIQ+ and First Nations communities is preferred
- A willingness for local/ domestic travel (if applicable) and working out of hours as required

Capability summary

Below are the core capabilities to deliver in this role efficiently and effectively:

| Core capabilities | |
|--|---|
| Organisational Skills | <p>Develop internal and external relationships, identify stakeholder needs.</p> <p>Incredibly organised with attention to detail</p> <p>Basic project coordination skills</p> <p>Ability to deal with competing priorities and the ability to work autonomously</p> <p>Excellent time management skills</p> |
| Administration Skills | <p>Proficient in Microsoft Office</p> <p>Basic understanding of financial processes</p> <p>Highly motivated to achieve, shows initiative and acts proactively to deliver excellent results without directive supervision</p> |
| Communication & Collaboration | <p>Excellent verbal communication and interpersonal skills, including the ability to be develop trust, and maintain effective working relationships</p> <p>Ability to work within a small team with a collaborative approach to event planning, with a willingness to assist across all areas of the business</p> <p>Demonstrates a willingness to take on new challenges roles and responsibilities and adapt positively to changing working conditions and priorities</p> |
| Stakeholder Management | <p>Relationship managements skills - build and maintain relationships with clients and suppliers, including confidence to make and receive phone calls</p> |

Please send your cover letter and resume to:

careers@sydneyworldpride.com