

## Denmark Arts Council Employment Opportunity

### Denmark Festival of Voice – Festival Manager (emerging and mentor)



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[www.denmarkfestivalofvoice.com.au](http://www.denmarkfestivalofvoice.com.au)

#### **Festival Manager**

We are looking for a highly organised, skilled person with strong team and interpersonal skills and an interest in music, spoken word and community, with experience in arts and/or event management. The position requires a high degree of flexibility, with work outside standard working hours, including intense periods of work leading into and during the Festival, which is 4-6 June 2021.

We have obtained funds for 2021 to engage a Festival Mentor to offer skills development and support for an Emerging Festival Manager. We are interested to hear from people who wish to take up either position – as Mentor or Emerging Manager. The ideal applicant for Emerging Festival Manager will have a strong ongoing commitment to the Denmark Festival of Voice, and wish to continue employment as Festival Manager into the future. The Manager will work alongside the Festival Artistic Director and will be responsible for the effective management and delivery of the Festival.

The period of employment is from early 2021 to end June 2021. The pay offered is negotiable depending on what degree of mentoring the successful applicant requires, but is estimated at around 230-300 hours @ \$30/hour over the period. Suitably skilled and experienced applicants interested in becoming a Festival Manager Mentor should make contact with Vivienne at Denmark Arts to discuss.

#### **Selection Criteria**

- Strong operation and event management skills
- Ability to multi-task and oversee a broad program of events occurring simultaneously
- Financial and budget management
- Excellent project and time management skills
- Excellent interpersonal skills with the ability to supervise a team of people and work in partnership
- Understanding of the music industry and the production of events
- Ability to work under pressure
- Strong systems management orientation and ability to track multiple people and tasks
- Excellent communication skills
- Grant writing and acquitting skills
- Knowledge and understanding of the arts, not-for-profit community organisations and regional communities
- Experience working with volunteers

#### ***Denmark Festival of Voice Vision and Objectives***

- To present a dynamic, extraordinary, professionally produced annual festival focused on the power and beauty of the human voice
- To provide an opportunity for regional, national and international artists to create and present work
- To ensure regional audiences have access to high quality, innovative arts and cultural experiences
- To celebrate diverse expressions of voice, with particular attention to under-represented voices
- To explore voice as a means to strengthen community cohesion and identity, and as a way to consider contemporary socio-cultural issues
- To host an event with significant possibilities for networking and cross-pollination
- To develop new audiences within and outside of the region
- To provide creative and industry skills development opportunities within the region
- To actively contribute to a vibrant, sustainable arts industry for the region
- To offer a unique event to the local community with strong economic, social and tourist impacts

## **Denmark Arts Council**

### **Job Description: Denmark Arts Festival of Voice Festival Manager**

**Reports to: Denmark Arts Artistic Director**

The position works alongside the Artistic Director and is responsible for the successful implementation of the Denmark Festival of Voice.

The DFoV team comprises the Artistic Director, Marketing Officer, Site Manager and Volunteer Coordinator. There is additional support from Denmark Arts staff: administration and finance.

### **Key Responsibilities**

#### **Festival Coordination and People Management**

- Event logistics – coordinate and manage the festival including venues, equipment, approvals, documentation, sponsorship requirements, contracts, site set-up, venue dressing etc
- Ensures legal, industry and sponsor requirements are met
- Supervise Administrative, Volunteers, Marketing, Production & Logistics, ticketing/box office personnel and job areas
- Develop festival timeline and task management system; and maintain regular communication, support and supervision for the festival team
- Manage artist requirements, including accommodation, travel etc.

#### **Festival Resourcing**

- Source, write and submit festival funding applications and acquittals in liaison with the Artistic Director
- Develop and maintain systems for evaluation and collection of statistics
- Source alternative income streams for the festival
- Liaise with local businesses in relation to the festival
- Develop festival budget in discussion with Artistic Director and Denmark Arts Finance Officer