

POSITION DESCRIPTION

Position:	<i>Nati Frinj 2025 Community Engagement Coordinator</i>
Type of Position:	Subcontract position mid Aug -14 Nov 2025
Location:	Remote, and Office 101 Main Street, Natimuk, Vic
Contract Overseer:	ACT Natimuk Executive and Committee
Date Prepared:	14 April, 2025
SALARY:	\$4,000

PURPOSE OF THE POSITION

To assume responsibility for sourcing and managing volunteers for the Nati Frinj Festival's production support team and event front of house team. This role will also assume responsibility for organising and supporting a program of workshops as discussed with Festival Director. All duties are outlined in the Position description.

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Key Responsibilities:

- Sourcing Volunteers for Frinj
- Training volunteers in the following roles
 - as ushers, ticket sellers, survey takers, bin fairies
- Setting up the Frinj Hub – visitors information and ticketing
- Coordinating the volunteers schedule for the festival
- Organising and overseeing billeted accommodation for visiting artists
- Supporting artists in the delivery of creative workshops
- Ensuring that Frinj events and venues operate in accordance with the 2025 Nati Frinj Safety Management Plan.
- Following and demonstrating the ACT Natimuk/Nati Frinj OH&S Policy and procedures
- Post Frinj- Collating Festival attendee statistics from ticketing platforms and surveys
- Post Frinj - Reporting on community engagement activities

Interpersonal Skills/ Personal Attributes:

- Strong Communication Skills – ability to effectively communicate verbally and written.

- Empathy and Cultural Awareness – ability to effectively communicate with diverse people.
- Professional Behaviour – ability to engage in professional relationships with the local, regional and national arts community.
- Team Work – ability to work both independently and cooperatively as part of a team.
- Excellent organisational skills – ability to manage time and resources.
- Problem Solving – ability to resolve problems within the scope of the position.
- Positive Attitude – ability to remain calm and positive under pressure

Desired skills

- Victorian Drivers licence

Organisational Accountability:

The Nati Frinj Community Engagement Coordinator position:

Reports to: Nati Frinj Festival Director, Alison Eggleton (and ACT Natimuk Executive Committee)

Coordinates with: Production Coordinator.

Internal Liaisons: ACT Nati General Committee, Act Natimuk Staff- General Manager, Creative Lab Producer, Marketing Coordinator

External Liaisons: Frinj Artists and community organisations, sponsors, national / state-based arts funding bodies, local and national media staff, and Horsham Rural City Council staff etc.

CONDITION OF EMPLOYMENT

The nature of the contract position will require higher and lower demands during the contract period. The ability to work after hours and flexibility of work time is a requirement of this role.

The position is for the period from appointment and signing of contract to 14 November 2025. The contract fee is TOTAL \$4,000.

This contractual agreement is with ACT Natimuk/Nati Frinj. The subcontractor will be responsible for managing their own WorkCover, Superannuation, and Public Liability Insurance.