

NATI FRINJ BIENNALE

31 October – 2 November 2025

POSITION DESCRIPTION

Position:	<i>Nati Frinj 2025 Production Coordinator</i>
Type of Position:	Subcontract position mid Sept -14 Nov 2025
Location:	Remote, and Office 101 Main Street, Natimuk, Vic
Contract Overseer:	ACT Natimuk Executive and Committee
Date Prepared:	26 February, 2025
SALARY:	\$4-\$5,000

CONDITION OF EMPLOYMENT

To assume responsibility for managing, sourcing and organising equipment, venues, and other logistical support to the Nati Frinj Festival program events as discussed with Festival Director. All duties are outlined in the Production Coordinator Position description.

RESPONSIBILITIES AND DUTIES

Key Responsibilities:

- Support Frinj artists to deliver artistic projects – sourcing venues and technical requirements
- Coordinate audience management of major festival project
- Coordinate food outlets, bars and vendors across festival weekend
- Support technical delivery of ticketing and payment systems
- Undertake Risk Assessments of events and venue, in accordance with the Nati Frinj Risk Assessment tools for 2025.
- Ensure that Frinj events and venues operate in accordance with the 2025 Nati Frinj Safety Management Plan.
- Coordinate the work of Frinj Production Assistant (staff) and Production Volunteers
- Follow and demonstrate the ACT Natimuk/Nati Frinj OH&S Policy and procedures
- Liaise with Horsham Rural City Council regarding Frinj festival requirements – road closures, safety bollards, traffic management, rubbish collection, cleaning and general maintenance of public facilities

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 Production Coordinator position,

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

Coordinates with: Other Contracted Production staff, Frinj Volunteers, Frinj artists and their sound and light technicians.

Internal Liaisons: ACT Nati General Committee, Act Natimuk Staff- General Manager, Creative Lab Producer, Nati Frinj Community Engagement Officer, Nati Frinj Marketing Coordinator.

External Liaisons: 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 in September to 15 November 2025.

The contract fee amount to be negotiated based on start at date capped at \$5,000.

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