



## POSITION DESCRIPTION

<b>Position:</b>	<b><i>Nati Frinj Biennale Festival Director</i></b>
<b>Type of Position:</b>	<i>Part-time fixed term contract position (flexible/variable hours)</i>
<b>Dates:</b>	<i>June 1, 2026 – December 31, 2027 (18 months)</i>
<b>Location:</b>	Natimuk
<b>Responsible to:</b>	ACT Natimuk Executive and Committee
<b>Salary:</b>	\$40.61 hr (3.5 hours per week July-December 2026, 11 hours per week, January – December 2027)

### PURPOSE OF POSITION

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This position has the responsibility for the development and delivery of the **2027 Nati Frinj Biennale Festival**. The Festival Director will work closely with the **ACT Natimuk** committee, Nati Frinj Sub-Committee, General Manager, contracted artists, local artists, sponsors, and the public, to plan and deliver the festival programme. The Nati Frinj festival is planned and delivered as detailed in the Creative Victoria CEP (Creative Enterprise Program) Framework (Nov 2025), Reconciliation Action Plan (RAP) (2021), and our First Peoples Cultural Protocols Policy (2021).

### KEY RESPONSIBILITIES

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#### 1. Programming and Coordination

- Be responsible for general planning, programming, and vision of the festival.
- Regularly consult and work with the Nati Frinj Sub-Committee regarding program planning and curation.
- Working with the Nati Frinj Sub-Committee, create opportunities, inspiration and guidance for local and invited artists to develop work for the **Nati Frinj** programme.
- Report development of the festival programme at regular festival Sub-Committee meetings.
- To engage, partner and work with Aboriginal and Torres Strait Islander people in the Wotjobaluk Nation to achieve improved artist opportunities and arts equity for Aboriginal and Torres Strait Islander people.
- Develop benchmarks for Aboriginal and Torres Strait Islander programming in line with the aims of ACT Natimuk's Reconciliation Action Plan (RAP) (2021), and our First Peoples Cultural Protocols Policy (2021).
- Maintain and establish connections with diverse community groups, individuals, and organisations that can assist in delivering the festival program.
- Develop the Frinj Festival program with a focus on accessibility and inclusion, and in consultation with appropriate disability and inclusion groups and organisations.
- Work in accordance with the ACT Natimuk Strategic Plan 2025-2028 priorities.
- Work in accordance with ACT Natimuk policies regarding child safety and workplace safety.

#### 2. Human Resource Management

- Manage the recruitment and involvement of contract and volunteer staff throughout the festival.
- Coordinate and monitor Production, Marketing and Volunteer Coordination personnel.
- Ensure staff and volunteers comply with necessary occupational health and safety issues.
- ACT Natimuk Cultural Protocols and Cultural Safety policies underpin and guide the implementation of the Nati Frinj Festival.

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- In consultation with the Frinj Sub-Committee, develop, monitor, and recruit Production, Marketing, Volunteer Coordination, and Aboriginal and Torres Strait Island Producer roles.

### 3. Grants, Sponsorship and Fundraising

- Develop funding submissions for local, state, and federal agencies in consultation and partnership with the Frinj Festival Sub-Committee and General Manager.
- Manage and monitor funding and marketing obligations and requirements of Frinj Festival sponsors, partners, and funding bodies.

### 4. Marketing and Promotion

- Develop and manage the implementation the festival's marketing and promotional strategy.
- In collaboration with our Graphic Designer, oversee the design of the 2027 Nati Frinj Logo and promotional materials.
- Update and maintain the Nati Frinj Festival Website.
- Create and maintain the Frinj Festival online booking system in collaboration with the General Manager.
- Be the public face and first point of contact for the festival.
- In conjunction with the Marketing Coordinator, create and post social media communication and Frinj Festival newsletters throughout the contract period.
- Work with contract photographers to ensure the festival is professionally documented.

### 5. Budgeting and Financial Management

- Develop project budgets in consultation with, and approved by, the Executive Committee.
- Working with the Treasurer, Bookkeeper, and General Manager, monitor and administer overall and individual festival project budgets.
- Acquit all project and festival monies at the completion of the festival.

### 6. Partnerships

- Manage key partnerships with Creative Victoria and other key partners and funding bodies. relationships and expectations, in collaboration with the General Manager.
- Manage partnerships with Aboriginal and Torres Strait Islander groups.

### 7. Administration and Reporting

- In liaison with the General Manager, keep adequate and accurate records for administrative purposes, and according to the requirements of funding bodies and partners.
- Regularly maintain the **Nati Frinj** database.
- Produce and present regular reports at ACT Natimuk Committee meetings and/or Nati Frinj Sub-Committee meetings as required.
- Produce and present a final report at the end of the festival including recommendations for the future, project evaluation and a promotional record of the 2027 event.
- Organise and facilitate a post-production/debrief meeting for key festival participants and personnel at the end of the festival.

## KEY SELECTION CRITERIA

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### Please address each criterion in your application.

- Demonstrated leadership in arts related event co-ordination or experience within a community-based organisation including managing paid and volunteer staff.

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- Demonstrated financial experience in managing project/program budgets.
- Demonstrated capacity to attract and secure funding and sponsorship.
- High level written and verbal communication skills.
- Demonstrated ability to work in a busy environment with minimal direction.
- Well-developed organisational and time management skills.

## Desirable criteria

- Would ideally live locally and/or have the capacity to work from Natimuk every one to two weeks during the term of the contract, and as required.

## EMPLOYMENT CONDITIONS

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This is a part time fixed term contract position.

The appointee will have 6 monthly performance management discussions with the ACT Natimuk Chair and a member of the Executive Committee.

The contract position is for the period from appointment and signing of contract for 18 months at different pay rates reflecting the work required during a festival year and a non-festival year.

The financial agreement on behalf of ACT Natimuk for payroll is with Auspicious Arts. That payroll arrangement is signed between the Festival Director and Auspicious Arts.

The nature of the 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 Chair of ACT Natimuk is to be appraised of the variable actual hours worked whereas the pay cycles will remain spread evenly over each different year.

The pay rate in the first year will be spread evenly over the six months and the pay rate of the position in the second year will be spread over the whole year, maintaining continuous part-time employment over the 18 month period, reflected in both Superannuation, Workcover and entitlements of Leave.

Early termination of the contract by either party assumes progressive payments are equal to the work completed to date. 14 days of notice by either party is required for early termination of this contract.

**Application Details:** Please send your cover letter, CV, and Key Selection Criteria to [gm@actnatimuk.com](mailto:gm@actnatimuk.com)

**Application Closing Date:** 5pm, Friday 15<sup>th</sup> May 2026

**Further details:** Jacquie Tinkler, Chair, ACT Natimuk - [chair@actnatimuk.com](mailto:chair@actnatimuk.com)

**Website:** <http://natifrinj.com/>  
<http://actnatimuk.com>