



Denmark Arts requires a Festival Manager for the Denmark Festival of Voice to work alongside the Festival Artistic Director.

Core Job Duties:

Supervises Administrative, Volunteers, Marketing, Production & Logistics personnel & job areas
Oversees the coordination of ticketing and box office
Ensures legal and industry issues/requirements are met
Oversees event logistics (eg. venues, site management)
Oversees sponsor requirements and relationships (in conjunction with Artistic Director)

The DFoV Festival Team also comprises:

Artistic Director
Site/Logistics Coordinator
Marketing Coordinator
Administrative Support
Volunteer Coordinator

In addition, the Denmark Arts team of Business Manager and Accounts Assistant are involved.

Essential Criteria:

High level of organisational and time-management skills
Ability to supervise staff
Ability to work in partnership
Ability to work under pressure
Ability to oversee and track tasks

Conditions of Employment

The position will be a short-term contract, starting as soon as possible and continuing until the end of June 2018. There is potential for this to be an ongoing position.
Approximate hours: 15/week averaged across a 7 month period, with more hours in the latter part of the contract. The candidate must have a degree of flexibility, and be able to work outside standard working hours, including an intense period of work leading into and the week following the Festival. Rate of pay: \$30/hour.

Further Information:

Contact Vivienne – 0421 770 154 or vivienne@denmarkarts.com.au

Applications Close: 18 Nov 2017 – please send CV (no more than 2 pp) plus covering letter addressing the criteria/job duties to vivienne@denmarkarts.com.au