



## SALT FESTIVAL CO-COORDINATOR - POSITION DESCRIPTION

**Job Title:** SALT Festival Co-coordinator

**Location:** Southern Eyre Peninsula, South Australia

**Company Name:** Southern Eyre Arts Incorporated

**Contract:** Part time

**Position Overview:** Southern Eyre Arts (SEA) is seeking an enthusiastic project coordinator looking to apply passion and experience to assist the SEA working party to prepare for SALT Festival 2022. Festival dates: April 22 - May 1 2022. Previous applicants are welcome to apply. You will:

- Be an organised and ambitious self-starter
- Work collaboratively in a shared coordination role
- Multitask and provide excellent coordination support
- Deliver liaison with artists, innovators and event organisers who express interest in being part of the festival, and make recommendations to SEA on program inclusions or exclusions
- Assist in the coordination of social media, program launch and related events,
- Work collaboratively with coordination team to engagement of stakeholders and sponsors
- Deliver coordination of specific festival elements,
- Have exemplary communication skills.
- Be accountable and have the ability to work independently with minimal supervision.

Strong communication and relationship building skills are critical combined with a passion for celebrating art, innovation, creativity and culture where anything is possible. Knowledge of social media management across platforms including Facebook, Instagram, Later, MailChimp, and website skills (WordPress) will be highly regarded.

**Festival Overview:** The inaugural ten-day SALT festival was held on Southern Eyre Peninsula, South Australia in 2017. Since then the Festival has grown to host 159 events in 2021 with audience numbers expanding to over 14,000.

The variety of events covering art, innovation, creativity and culture are well received by the community and demonstrate the opportunity and success of the model. Our SALT Shaker hub space hosts feature exhibitions and is visited by 1000's people throughout the Festival.

There is excitement and anticipation for the 2022 SALT Festival with backbone feature events already scheduled, and funding received for specific elements. We want our coordination team to work cohesively in a positive approach with our volunteer Festival team.





## **PRIMARY DUTIES AND RESPONSIBILITIES**

### **(Division of duties to be negotiated between co-coordinators)**

- Work with Southern Eyre Arts Incorporated working party to promote applications for 2019 Festival
- Support the working party with communications, including E-News, social media strategy, web updates and with festival artists, innovators, conferences and sponsors.
- Assist the working party with locking in venues, collating contributor applications for finalising the program elements and requirements
- Coordinate licence applications and approvals, including liquor, council, work health safety and others as required.
- Implement the Sponsorship Strategy to secure resources
- Engage with arts organisations across the region to coordinate possible programmed events.
- Coordinate volunteers with assistance from the Southern Eyre Arts Incorporated working party

## **EXPERIENCE & QUALIFICATIONS**

- Excellent interpersonal skills
- Organisational and time management skills
- Ability to work autonomously and delegate tasks to others
- Good communication, both written and verbal
- Organisation: setting priorities, developing a work schedule, monitoring progress towards goals,
- Planning: determine strategies to move the organisation forward, set goals, create and implement action plans
- Communication: Speaking, listening and writing in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Problem solving: Assessing problem situations - generating possible solutions, and making recommendations and/or resolving the problem.
- Creativity/Innovation: Flexibility and positive approach. Developing new and unique ways to improve processes and to create new opportunities.
- Building Relationships – Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation
- Engagement of volunteers
- Demonstrated ability to work independently and achieve objectives with minimal supervision
- Demonstrated experience coordinating projects and events; experience with festivals coordination and or events desirable but not essential.
- Social media (Facebook, Instagram, Twitter, Later), and/or marketing experience
- Strong written and verbal communication skills to interact and deal effectively with a wide range of individuals.
- Computer savvy – proficiency in Outlook, Google Suite. Knowledge of Wordpress, Square and Mail Chimp desirable.





### **JOB RELATIONSHIPS**

- Reports to: Southern Eyre Arts Incorporated – Executive Committee
- Direct Report Jack Ritchie Chairperson.
- Works with: Co-coordinator, Venue manager, Southern Eyre Arts Incorporated working party and SALT Festival volunteer team.

### **CONDITIONS**

- This is a short-term part time contract, This may increase with funding and project requirement variations. The planned start date is January 2022.
- This position requires some flexibility with time and relies on good communication, accountability and flexibility.

### **RATES**

The position is paid on an hourly rate of \$35 p/hr, to be paid on invoice. Schedule of invoices to be negotiated.

### **HOW TO APPLY**

Applicants should submit their CV with cover letter to:  
Jack Ritchie Chair, Southern Eyre Arts via [info@saltfestival.com.au](mailto:info@saltfestival.com.au)

For more information about the SALT festival please visit the website:  
<http://www.saltfestival.com.au/>

Apply by Email: [info@saltfestival.com.au](mailto:info@saltfestival.com.au)

Phone: Jack Ritchie Vice Chairperson Southern Eyre Arts Inc – 0458274444 for queries.

The deadline for applications is midnight on Sunday January 9th 2022.

Thanks in advance for your interest and remember – Anything is Possible.

