

POSITION DESCRIPTION

Festival Coordinator

Position status: Full time, 12 month contract (with opportunity to extend)

Commencement: February 2024

Reports to: Director and Festival Creative Producer

Direct reports: Festival Volunteer Team

Internal Relationships: Marketing and Communication Manager and the Business and Partnerships Manager

External Relationships: Artists, publicists, suppliers

Salary package: \$53,500 per annum + Superannuation Guarantee (currently 11%)

About Umbrella Studio Contemporary Arts

Umbrella is a leading independent platform for contemporary and experimental arts practice operating on Wulgurukaba and Bindal Country (Townsville, North Queensland).

We have a four-decade legacy of bringing art and audiences together. We amplify critical and creative voices, support communities, incubate creativity and collaboration, and advocate for new models and investment in the arts.

We believe in the power of commune, bringing together diverse voices and perspectives of our region and beyond. In dialogue, through creative arts practices, we transgress traditional place-based hierarchies of centre and periphery. We nourish curiosity, exploration, and more profound experiences with the region and all its peoples. We acknowledge the beauty of the in-between spaces. We invite partnership and collaboration to create encounters and meaning in a complex world.

Umbrella runs an annual program of onsite and touring exhibitions, public programs, arts residencies, studio access, professional development programs, special events and a biennial festival, Pop Up North Queensland (PUNQ). Umbrella is integral to our region's thriving culture and creative economy.

Vision

To be an inclusive platform for independent, experimental contemporary arts practice in a globalised dialogue.

Mission

To express and amplify our distinctive and authentic North Queensland voices.

About PUNQ Festival

PUNQ Festival is a 16-day place-making visual and performance art festival with an edge. The artistic direction focuses on providing platforms for expressing and amplifying the distinctive and authentic North Queensland arts and Cultural voices alongside their national and international contemporaries.

North Queensland is home to situated knowledge, creative practice and storytelling of global significance. The festival engages with spaces, histories and futures, activating communities through art. PUNQ encourages critical dialogue as audiences explore the state of play in this large regional landscape.

The festival program has four main streams:

1. MAJOR SITE-SPECIFIC COMMISSIONS

The commissioned site-specific artworks and performances draw audiences across North Queensland to explore untold stories created by local, national and international artists. This program, curated by the PUNQ team, also provides opportunities for emerging artists through an open call for expressions of interest.

2. PUNQ ART FAIR

This stream builds on the legacy of the 'pop-up spaces' program, in which artists activated unleased shops. As many of the CBD spaces have been leased, we are now consolidating this PUNQ mainstay and bringing all the 'pop-ups' into one historic building, creating a one-stop-shop for visitors on the first weekend of the festival.

3. REGIONAL ART TRAIL PROGRAM

Drawing on the network of arts organisations and groups who we partnered with for PUNQ 2021, the art trails will take audiences on a deeply local journey. Audiences will experience exhibitions, museums and installations on Yunbenun (Magnetic Island), Warrgamay, Nywaigi & Bandjin Country (Hinchinbrook) and Gudjal Country (Charters Towers).

4. PUBLIC PROGRAMS

A series of critically-engaged dialogues and hands-on workshop experiences will compliment both PUNQ's overarching artistic direction and individual programs.

About the Role

The Festival Coordinator is a vital role in the delivery of PUNQ 2024. We are looking for a highly organised, skilled person with strong team and interpersonal skills. The successful applicant will have a 'can do' attitude with excellent problem-solving skills. The position requires flexibility, with work outside standard working hours, including intense periods of work leading into and during the festival.

Responsibilities:

- Support the Festival Creative Producer with event production coordination, administrative and ad-hoc tasks
- Coordinate the festival volunteer program
- Source quotes and book contractors
- Data input including website content
- Manage bookings and ticketing
- Customer service
- Survey & audience data collection
- Support the Umbrella team with administrative and ad-hoc tasks when required

Key Selection Criteria

Please address these items in a separate document:

Essential

1. Administration experience.
2. High level customer service skills.
3. Knowledge of contemporary Australian arts.
4. Demonstrated ability to adapt, learn and apply new skills.
5. Highly organised with the ability to multitask whilst achieving deadlines.
6. Excellent communication and interpersonal skills.
7. An innovative approach, excellent problem-solving skills and attention to detail.
8. Demonstrated ability to work independently and in a team.
9. Experience in the Microsoft Office suite of applications.
10. Current open driver's licence.

Desirable

1. BA in Creative Arts or equivalent.
2. Experience working with contemporary arts and events.
3. Experience 'bumping in and out' arts events and / or exhibitions.
4. Demonstrated cross-cultural sensitivity particularly when working with First Nations peoples.
5. Knowledge of North Queensland arts industry.

Queries can be addressed to Kate O'Hara by email only director@umbrella.org.au.