

## EXPRESSIONS OF INTEREST REQUESTED

### FESTITALIA COORDINATOR



#### Background

Festitalia was originally created in 2006 by the Festitalia Association Inc as a community festival to celebrate the 60th anniversary of the Italian Republic. Festitalia is Queensland's official Italian festival in Brisbane which has enjoyed the patronage of the Italian Consulate for Queensland and the Northern Territory. The organisation receives State and local government funding and business sponsorships and actively seeks to involve Italian community organisations and Italian businesses. The organising committee is comprised of volunteers who have experience in the maintenance and promotion of the Italian culture, its language and traditions in Brisbane.

Expressions of interest are sought for an experienced Event Coordinator to continue to plan and implement the festival as a platform to celebrate the many contributions made by the Italian presence in Queensland.

#### Contract Requirements

The Festival Coordinator will be responsible for developing and delivering the Festival program in conjunction with the Festival Committee, will work as part of a team and report directly to the President. Remuneration is by negotiation.

#### Selection Criteria

Applicants may submit their interest based on the following criteria:

- **Be of Italian heritage** or have a comprehensive cultural familiarity to Italy, its language and its traditions.
- Have extensive experience in organising large scale public events.
- Be able to successfully liaise with government funding bodies and relevant stakeholders.
- Have high level written skills and background knowledge to write funding submissions, reports and financial acquittals and ensure all appropriate documentation and reporting is submitted in a timely manner.
- Have a strong and positive affiliation with the Italian community, community associations and businesses in Brisbane and South East Queensland.
- Have the ability to operate independently and manage time efficiently.
- Possess an Australian Business Number (ABN).
- Hold Professional and public liability insurance.
- Have extensive computer skills in the various Microsoft/Adobe products.
- Have experience in developing and monitoring a major event budget.
- Be able to communicate with participants, contributors and community stakeholders at all stages of the project.
- Provide regular and as requested updates to the President.
- Coordinate pre-event and post-event debriefs with stakeholders.
- Implement volunteer training and recruitment.
- Other tasks as reasonably deemed necessary by the President and the Festival Committee.

#### Expressions of Interest

Your Expression of Interest should include a CV, an outline of relevant experience/skills addressing the criteria above and contact details for four referees. Due by COB Friday January 24th, 2020. These should be mailed to:

Commendatore the Hon Santo Santoro  
President, Festitalia Organising Committee  
PO Box 448  
Clayfield Qld 4011 Australia