



2019 Apollo Bay Seafood Festival Management

Overview of Position Description:

The key to being successful in this role will be ability to nurture and foster positive community relationships as well as local government bodies and corporate partners. Experience in project management and a demonstrated ability to deliver key budget deliverables in a timely manner is crucial to the successful applicant being appointed.

Responsibilities:

- Program and oversee the presentation of a community festival under the blueprint of the 2018 festival, taking place over one weekend in February 2019;
- Raise funds, build on existing corporate partnership and establish a realistic working budget;
- Establish project timelines and work to budget;
- Work with and coordinate a team of local volunteers;
- Coordinate marketing strategies;

Reporting:

- The festival is produced under the auspices of the Apollo Bay Chamber of Commerce;
- The position reports to the Executive Committee of the Chamber of Commerce.

Key Selection Criteria:

- Community focussed;
- Experience in successful delivery of projects of a similar scale;
- Demonstrated ability to establish corporate partnerships and source government funding;
- Strong communication skills
- Team Leader and Team Player: focus on the sustainability of future Seafood Festival programs;
- Ability to execute and follow through on deliverables as projected in budgets in a timely manner;
- Ability to demonstrate accountability in delivering projects whilst nurturing and maintaining positive community relationships.