

HUMAN RIGHTS ARTS & FILM FESTIVAL

TITLE: Manager - Operations

REPORTS TO: Creative Director/CEO

DIRECT REPORTS: Project based staff and volunteers from time to time

LATERAL RELATIONSHIPS: Manager - Film Programming

SALARY: \$75,000 plus superannuation (10.5%)

HOURS: 1.0 FTE

EMPLOYMENT TERM: 2 years fixed term with six month probation period

BENEFITS:

- Flexible work arrangements
- A tailored professional development plan

ABOUT HRAFF

The Human Rights Arts and Film Festival (HRAFF) is the largest public human rights arts & film event in Australia

We support communities to realise human rights in the present and into the future through the experience of film and art. Our aim is to shift power and gaze in our programming, and bring social justice and creative communities closer together.

Our vision is a vibrant and equitable human rights community, culture and conversation in Australia.

ROLE SUMMARY

The Manager - Operations is responsible for overseeing the operations of HRAFF so that the organisation is sustainable, inclusive and supported through effective policies, systems and processes.

The role is responsible for overseeing the budget, fundraising and partnerships of HRAFF including a focus on deepening and expanding partnerships to support the sustainability of the organisation.

The role will support the **Creative Director/CEO, Manager - Film Programming, Development Coordinator - Emerging Filmmakers Fund** and other HRAFF staff and volunteers to deliver organisational events and programs.

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KEY RESPONSIBILITIES

Organisational development and people and culture

- Support the **Creative Director/CEO** to develop and execute short and long-term organisational plans and budgets to deliver the HRAFF strategy
- Coordinate project planning processes for the organisation and organisation-wide evaluation, reporting, and deliverables for impact/festival reports, program evaluations, Board reports and grant acquittals.
- Provide people and culture support to the **Creative Director/CEO** including recruitment of staff and volunteers.
- Support the **Creative Director/CEO** to engage consultancy, including marketing expertise, for HRAFF events and programs. Manage these contracts and ensure delivery of contractual arrangements in accordance with event and organisational strategy.
- Coordinate volunteer Festival Team recruitment, management and development.

Fundraising and Budget

- With support from the **Creative Director/CEO**, develop and monitor annual organisational budget, as well as project specific budgets
- Identify, engage and steward partnerships, including those with corporate, government, philanthropic and donors, alongside the **Creative Director/CEO**.
- Maintain a thorough and accurate overview of incoming revenue against budget targets, following up with funding partners where contributions have not been made by the agreed upon date, and proactively pursuing any additional required funding strategies to ensure budget targets are met.
- Engage with HRAFF's bookkeeper to maintain up-to-date financial records for the organisation and support the Creative Director/CEO with financial management and reporting.
- Support execution and creative direction of HRAFF fundraising activities, including event planning and coordination, guest list management, hosting, reporting and data collection, alongside the **Creative Director/CEO**.

Relationship Management

- Manage the HRAFF's in-kind and funding partnerships, maintaining a balanced calendar of communications, ensuring all partners receive timely and useful updates where appropriate and provide prompt, warm and professional support to existing partners.
- Support the **Creative Director/CEO's** engagement with existing and prospective partners.

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- Support the **Creative Director/CEO** and **Development Coordinator - Emerging Filmmakers Fund** to expand the Fund.
- Attend meetings with existing and prospective partners, actively engaging in creative commercial negotiations to identify strong, mutually beneficial collaborative opportunities.
- Establish and maintain an up-to-date pro-forma funding agreement, adapting this to suit each partnership, coordinating signatures and copies for all parties.
- Develop and maintain strong relationships with HRAFF's stakeholders to increase HRAFF's profile, increase community participation in HRAFF events and secure financial and in-kind support.

Operations

- Management of office-space, infrastructure and equipment.
- Secure venues for screenings and other festival events, and oversee the management of venue operations in consultation with Creative Director/CEO, Manager - Film Programming and other program staff.
- Secure equipment and technical personnel needed for festival delivery.
- Contract management for all equipment, licenses and subscriptions required to maintain operations.
- Procurement and tendering of major contracts.
- Undertaking compliance and reporting procedures to support the **Creative Director/CEO** to ensure the organisation is meeting its legal, governance and industrial relations obligations
- Lead on the development, implementation and maintenance of HRAFF's operational procedures and policies, ensuring all legal and organisational requirements are met

Other duties as required

SKILLS AND EXPERIENCE

To succeed in this role, candidates will need to demonstrate the following skills and experience:

Qualifications

Relevant tertiary level qualification (desirable)

Experience:

- Strong ability to monitor and manage a budget, ensuring outcomes are delivered within scope
- Strong administrative, organisation and project management experience
- Experience in overseeing, managing and improving systems and processes to help improve project management and performance
- Experience in high-level negotiations and contracts with vendors and partners

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- Experience administering funding agreements and acquittals
- Experience managing a volunteer workforce (desirable)
- Experience with people and culture policies and processes (desirable)
- Experience with fundraising (desirable)
- Knowledge of the film industry, both nationally and internationally (desirable)
- Knowledge of and connections in the arts industry in Australia, and Melbourne specifically (desirable)

Values and qualities

- Exceptional time management skills and attention to detail
- Strong administrative, organisation, project management and event experience
- Excellent problem-solving skills and demonstrated initiative
- Highly developed teamwork skills, including demonstrated ability to work collaboratively and with a volunteer workforce
- Strong communication skills with the ability to network and build positive relationships with diverse Festival stakeholders
- A flexible approach, a sense of humor and ability to remain calm under pressure
- Commitment to HRAFF's objectives, mission, vision and values
- Passion for human rights, arts, film and discussion

DIVERSITY, INCLUSION & BELONGING

HRAFF conducts the majority of our work on the lands of the Wurundjeri and Boon Wurrung peoples of the Kulin Nation. We pay our respect to Elders past and present, and to all Aboriginal and Torres Strait Islander People. We also acknowledge that sovereignty has not been ceded. It is the rich history and connection to storytelling of all First Nations people that inspires us to do the work that we do, compels us to listen and continuously learn.

At HRAFF we recognise, value and respect that we work with individuals who have a wide range of lived experiences due to their birthplace, ethnicity, language, values, beliefs or views. We work hard to create safer spaces and flexible working environments throughout our organisation, and we strive for a culture of listening and inclusion, where team members feel welcome, willing and comfortable contributing to our mission.

We are a passionate and caring workplace that values our people and their mental health. We recognise that our organisation is inherently engaged in many complex and difficult issues, and we are committed to ongoing learning, consultation and improvement.

In order to promote the cultural safety of individuals from culturally and/or linguistically diverse backgrounds we commit to:

- Demonstrating a zero tolerance to discrimination

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- Actively contributing to a safe cultural environment for all HRAFF staff, artists, volunteers, community partners and other stakeholders.
- Being respectful, inclusive and welcoming of people from a range of backgrounds and abilities
- Champion accessibility in the organisation and the events organised by HRAFF
- Recognising and accommodating times of importance to different cultures
- Actively seeking out and consulting a cross-section of society about how they would like to be involved and/or represented

HRAFF is an Equal Opportunity Employer. People living with disability, people from culturally and/or linguistically diverse backgrounds, and Aboriginal people are encouraged to apply for this position.

We consider reasonable adjustments for qualified applicants who have impairments or chronic illnesses. If you have any questions about the accessibility of HRAFF please contact the HRAFF Board at board@hraff.org.au.

ADDITIONAL REQUIREMENTS & INFORMATION

Working with Children Check

HRAFF promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal or Torres Strait Islander, or those from refugee or migrant backgrounds. We take child protection very seriously.

All employees are subject to screening and assessment against child safety standards, including rigorous background, identity and reference checks.

The successful applicant will require a current Working with Children Check and Police Check (HRAFF will reimburse the cost incurred to apply or to renew before commencing employment) and must agree to adhere to our child safe policy and code of conduct. More information can be found [here](#).

Work Arrangements

HRAFF has flexible work arrangements, following the COVID-19 pandemic. The Creative Director/CEO can amend these arrangements to better suit the needs of their staff while also working to maintain strong relationships and culture through in-person time. The team is currently working remotely, with one in-person day at a floating location determined weekly.

On remote working days all meetings will be conducted via Google Meet. On in-person days, the working location will be announced at least one day prior. All meetings will have the accurate location (whether online or in person) reflected in the meeting's calendar invite. A stable internet connection with speeds suitable for video calls is essential if working from home.

Please also note: Increased in-person availability will be required in the lead up and during the period of the annual festival.

Professional Development

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HRAFF is committed to the professional and personal development of our staff. The Board will create a tailored professional development program for the Creative Director/CEO. The Creative Director/CEO and or relevant manager will be responsible for creating a tailored professional development program for each HRAFF staff member that reports directly to them. Staff will also have the opportunity to participate in organisation-wide training and development sessions throughout the year led by industry practitioners.

About Position Descriptions

As HRAFF evolves to meet the changing needs of the environment and community, the roles required of all its staff will evolve. As such, this position description will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of the organisation.

Important information

For further information about the Human Rights Arts and Film Festival go to hraff.org.au

Applications close at midnight 12:00 AM Sunday 13 November

The application process is as follows:

Applications should be addressed to Roj Amedi, Chair of HRAFF and should comprise a cover letter that references your suitability for the role and a CV.

Applications should be emailed to board@hraff.org.au as a single word or PDF file including "Manager - Operations Application" in the email subject line.

Based on written applications, we will select candidates to attend a 40 minute interview with three HRAFF board members where you will be able to discuss your suitability and vision and be assessed on how you would respond to common challenges in the role.

We will select a successful candidate and will complete reference checks before progressing to make a formal offer of employment.

If you have any questions about the role and organisation, please don't hesitate to contact Roj Amedi at board@hraff.org.au.