

HUMAN RIGHTS ARTS & FILM FESTIVAL

HRAFF CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION

Position:	Human Rights Arts & Film Festival – Chief Executive Officer
Location:	Ross House 247-251 Flinders Lane Melbourne VIC 3000
Position type:	Full-time for fixed 24-month contract
Remuneration:	Salary will be between \$70,000 and \$80,000 plus 9.5% superannuation depending on qualifications, experience and other relevant considerations.
Reports to:	Chairperson of the HRAFF Board
Management reports:	All staff (Program Manager, Marketing & Development Manager, Finance Manager and Youth Summit Coordinator) and other short-term project/contract staff and volunteers as required.
Time commitment:	Working hours are primarily undertaken Monday to Friday however during peak festival periods after hours will be required (including weekends). The CEO will also be required to attend 2-hour board meetings approximately 5 to 6 times a year and a half day planning meeting once a year (usually outside regular business hours). Some interstate travel may also be required.
To apply:	Please submit applications to evelyn@hraff.org.au with '(yourname) –HRAFF CEO' in the subject line by 5.00pm 13 June 2019. Applications should include a cover letter addressing Key Selection Criteria, a current CV and a minimum of two referees. Shortlisted candidates will be required to attend interviews in June 2019 Melbourne, Victoria.

ABOUT HRAFF

The Human Rights Arts and Film Festival (HRAFF) is a Melbourne-based, not-for-profit organisation that inspires, educates and engages audiences through a globally-recognised annual festival and special events during the year, including a Youth Summit and community screenings. Through film, art and conversation, HRAFF's mission is to shine a spotlight on significant human rights issues of our time, engage diverse audiences and tell the stories that matter.

POSITION DESCRIPTION

An exceptional opportunity exists for a highly motivated, outstanding individual to lead the Human Rights Arts & Film Festival as CEO. After just completing its 12th year, HRAFF is seeking a CEO with a demonstrated track record to lead HRAFF's team, undertake strategic business development, drive festival growth and secure its long-term sustainability with innovative programming, entrepreneurial and commercial opportunities and strategic fundraising.

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RESPONSIBILITIES

Fundraising and business development

- Oversee existing and actively grow new revenue-generating activities of the Festival, including corporate, philanthropic and government funding, to achieve budget targets and ensure financial sustainability.
- Responsibility to achieve a ~\$500K income target and drive growth year on year.
- Actively network and build strong relationships with stakeholders to increase HRAFF's profile, grow audience numbers and secure financial and in-kind support.
- Identify and develop potential entrepreneurial opportunities within the HRAFF business model.
- Manage deliverables under funding contracts, including strategies/plans, remittance advice, reporting requirements and acquittals.

Strategy and Governance

- Develop short and long-term HRAFF organisational strategy, budgets and business direction.
- Liaise with, engage and support HRAFF's Board with strategic reporting and recommendations.
- Review, evaluate and implement HRAFF's strategic business plan, optimising commercial opportunities, in collaboration and consultation with the Board.
- Develop systems and procedures necessary for the efficient operation of the organisation.
- Prepare and manage budgets, implement financial controls and monitor financial risks.

Organisational Leadership and Human Resource Management

- Maintain and manage an efficient, agile and effective organisational structure.
- Lead, manage and recruit (when necessary) core HRAFF team and large team of festival/event volunteers.
- Provide team with clear direction, budget-lines and deliverables.
- Provide opportunities for staff to develop their skills, and provide feedback on performance.

Office management and operations

- Management of office-space, infrastructure and equipment.
- Management of relationships required to run the organisation and events.
- Contract management for all equipment, licenses and subscriptions required to maintain operations.
- Procurement and tendering of major contracts.
- Undertake compliance and reporting procedures.

Major Event Delivery

- Oversee the Program manager to program a diverse, world-class, culturally preeminent festival which engages, inspires and challenges audiences on human rights issues through film, art and conversation.
- Oversee marketing, communications and public relations plans to enhance HRAFF's image and position locally, nationally and internationally.
- Lead the festivals sales and marketing campaigns to grow audiences and meet income targets from ticket sales.
- Be the "public face" of the Festival acting as HRAFF's representative at events as required and/or assign and brief spokespeople as appropriate.
- Ensure consistent articulation of HRAFF's brand, developing and facilitating communication to all audiences and stakeholders, both internal and external.
- Monitor and analyse Festival performance and progress, ensuring organisational strategy, tracking engagement and conversion, and completing post-Festival report writing and recommendations to Board.

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KEY SELECTION CRITERIA

HRAFF is looking for someone with the following skills and experience, which include:

- Demonstrated fundraising skills and ability to identify, secure and manage financial and in-kind partnerships including long-term funding streams.
- Strong financial literacy and ability to develop, understand and work to budgets.
- Demonstrated experience in executive level management, and ability to thrive in small cohesive teams
- Demonstrated high-level project management and event execution skills.
- Excellent communication skills (verbal and written) including public speaking experience.
- Demonstrated networking and relationship management skills.
- Experience in the development and implementation of strategic business plans.
- Excellent problem-solving skills and demonstrated experience in organisational resourcefulness.
- Demonstrable human resource management skills.

The ideal candidate for this role will possess the following values:

- Highly developed leadership and teamwork skills, including demonstrated ability to work collaboratively with and motivate a volunteer workforce.
- A demonstrated interest in human rights issues and compassion towards HRAFF's objectives, vision and values.
- Resilience, a positive 'can-do' attitude, and relative calmness under pressure.

OTHER RELEVANT INFORMATION

HRAFF is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, colour, sex, age, national origin or disability and encourage people of diverse backgrounds to apply.

This is a broad, diverse role. We value a can-do attitude and willingness to learn. Even if you don't meet all of the selection criteria but think you are the right fit for the role, we strongly encourage you to apply.

Should you have any queries about this position or the Human Rights Arts & Film Festival, please contact: evelyn@hraff.org.au.