

# HUMAN RIGHTS ARTS & FILM FESTIVAL

## HRAFF CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION

Position:	Human Rights Arts & Film Festival – Chief Executive Officer
Location:	Ground Floor, 673 Bourke Street, Melbourne VIC 3000 (Donkey Wheel House)
Position type:	Part-time (preferably 0.6 FTE) fixed 12-month contract (remuneration neg. FTE)
Reports to:	Chairperson - HRAFF Board
Positions reporting to role:	All staff (Program Director, Marketing & Partnerships Director, Finance Manager, Operations Manager, Cineseeds Project Coordinator) and 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 every 6 weeks (usually outside regular business hours). Some interstate and international travel may also be required.
To apply:	Please submit applications to <a href="mailto:hr@hraff.org.au">hr@hraff.org.au</a> with '(your name) – HRAFF CEO' in the subject line by 5.00pm 29 May 2017. Applications should include a cover letter addressing Key Selection Criteria, a current CV and a minimum of two referees. Candidates will be required to attend interviews in 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, a year-round calendar of school, corporate and community programming and special events. Through film, art, music 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. Now entering its 10<sup>th</sup> 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 acumen and commercial opportunities.

### RESPONSIBILITIES

#### 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, optimizing commercial opportunities, in collaboration and consultation with the Board.
- ☐ Maintain and manage an efficient, agile and effective organisational structure.
- ☐ Develop, implement and monitor systems and procedures necessary to the smooth operation of the

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organisation assuring adherence and measuring outcome.

- ☐ Prepare and manage budgets, implement financial controls and monitor financial risks.

## Commercial and business development

- Grow HRAFF's corporate, philanthropic and government funding support base to ensure financial sustainability and ongoing revenue generation opportunities.
- Develop and maintain strategic stakeholder relationships 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, with an emphasis on long-term, sustainable, shared value relationships.
- ☐ Oversee existing and new revenue-generating activities of the Festival to achieve budget targets.
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## Festival Leadership and Delivery

- ☐ Ensure the execution of a diverse, world-class, culturally preminent festival which engages, inspires and challenges audiences on human rights issues through film, art, music and conversation.
- ☐ Lead and manage core HRAFF team, engage external providers as required (subject to Board approval) and manage large team of festival volunteers.
- Oversee comprehensive marketing, communications and public relations strategy to enhance HRAFF's image and position locally, nationally and internationally.
- Be the "public face" of the Festival acting as HRAFF's key representative with the media and at other key events as required and/or assigning and briefing strategic spokespeople (Board, staff, stakeholders, program talent) as appropriate.
- Ensure consistent articulation of HRAFF's image and position, developing and facilitating communication to all stakeholders, both internal and external.
- ☐ Monitor and analyse Festival performance and progress, ensuring adherence to organisational strategy, tracking engagement and conversion, and completing post-Festival report writing and recommendations to Board.

## KEY SELECTION CRITERIA

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

- ☐ Demonstrated ability to identify, negotiate, secure and sustain financial and in-kind partnerships (commercial, philanthropic and government), including long-term funding streams.
- ☐ Strong financial literacy and ability to develop, understand and work to budgets.
- ☐ Established networks in the key sectors within which HRAFF operates.
- ☐ Strong leadership skills with the ability to thrive while operating in a small team and lean environment balanced with an ability to work autonomously.
- ☐ Demonstrated executive management and stakeholder relations experience.
- ☐ Demonstrated high-level project management and event execution skills.
- ☐ Excellent communication skills (verbal and written) and demonstrated recent experience working with diverse stakeholders including NFPs, corporates and commercial entities.
- ☐ Experience in the development and implementation of strategic business plans, and demonstrated resourcefulness in setting priorities and achieving organizational strategic and financial targets.
- ☐ An understanding of the unique opportunities and challenges faced by a Festival, with an awareness of components, members, services and key players in the major events ecosystem.
- ☐ Excellent organisational management and problem-solving skills, with a demonstrated resourcefulness in setting priorities and multi-tasking in a fast-paced environment.
- ☐ Highly developed teamwork skills, including demonstrated ability to work collaboratively with and motivate a volunteer workforce.
- ☐ A strong and demonstrated interest in human rights issues.

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- Commitment to HRAFF's objectives, mission, vision and values.

## OTHER RELEVANT INFORMATION

Shortlisted applicants will be interviewed in Melbourne in May/June 2017.

*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.*

Should you have any queries about this position or the Human Rights Arts & Film Festival, please contact:  
[hr@hraff.org.au](mailto:hr@hraff.org.au)

### **Human Rights Arts & Film Festival Inc.**

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