

# Position Description

## Festival Operations Manager

### National Team – Leadership Role

*Pint of Science Australia is run entirely by volunteers. All roles in the organisation are unpaid.*

#### Purpose of the Role

The Festival Operations Manager is responsible for the planning and delivery of the annual Pint of Science Australia festival. This includes responsibility for the effective and successful management of volunteer time and the quality of the Pint of Science Australia festival experience. The Festival Operations Manager's duties and responsibilities may include interviewing, selecting, and hiring volunteers; training new and existing volunteers; planning, assigning, and directing work of volunteer teams; ensuring close and clear communication between the National and Local teams; and providing high-level updates, recommendations, and analysis to the Director, Operations and the Leadership team.

#### Position in the Organisation

Reporting to the Director, Operations, the Festival Operations Manager provides leadership and direction to, and accountability for the performance of, the Festival Operations Officers (who make up the national Festival Operations team). The Festival Operations Manager is part of the Leadership team and is invited to attend fortnightly Leadership meetings. The Festival Operations Managers is required to attend fortnightly meetings with Director, Operations and to hold regular meetings with the Festival Operations team.

#### Key Responsibilities

- Lead the design and delivery of the Pint of Science Australia annual festival and coordinate the engagement with local festival teams. This includes:
  - Recruitment, selection, training, assignment, and mentorship of a team of volunteers.
  - Clear communication with National and Local teams
  - Planning, monitoring, and reviewing team contributions
  - Managing and supporting Festival Operations Officers to implement recommendations arising from reports and other reviews.
  - Facilitating meetings for regular operational management, and as needed to address specific operational issues.
- Manage, with support from the Director, Operations and the Leadership Team, the delivery of project milestones for the Pint AU Festival, and addressing Festival-related issues.
- Represent the Festival Operations team in internal and external meetings as required.
- Build and maintain a supportive, inclusive, respectful, and collaborative team culture, through clear communication, integrity, and accountability, and through developing and fostering the leadership capabilities of team members.

## Expected Time Commitment

Approximately 5 hours per week, with workload increasing up to 10 hours per week between January and May.

## Term

This position is being filled for one Pint of Science Australia season (July of the current year, until end of June the following year). This term may be extended upon mutual agreement between the incumbent and their supervisor.

## Key Selection Criteria

### Essential

- Outstanding communication skills, backed by proven ability to engage, manage and collaborate with internal and external stakeholders at various levels.
- Demonstrated leadership experience preferably in an operational or managerial role.
- Excellent organisational and time management skills, with the ability to thrive in a fast-paced environment and deliver outputs.
- Innovative thinker, with a passion for continuous improvement, and a demonstrated ability to work with others to problem solve.
- Passion for promoting science engagement and advancing the organisation's mission.

### Desired

- Ability to think strategically and translate strategies into actionable plans.

## Application Process

If you feel you meet the requirements of the role, please apply by sending through your resume and a cover letter addressing the key selection criteria to:

**Tim Gibbons**

*Director of Operations*

[operations@pintofscience.com.au](mailto:operations@pintofscience.com.au)

