



**SYDNEY
WORLDPRIDE
2023**

Role Description

First Nations Engagement Coordinator

Organisation	Sydney WorldPride Limited
Location	Surry Hills, NSW
Classification/Grade/Band	Mid-Level
Term of employment	Start date: ASAP Full-time until project completion (March 2023)
Website	www.sydneyworldpride.com

Overview of Sydney WorldPride Ltd

In October 2019, Sydney Gay and Lesbian Mardi Gras (SGLMG) successfully won the rights to host WorldPride in Sydney in 2023 (Event).

WorldPride is an event that promotes lesbian, gay, bisexual, transgender, queer and intersex (LGBTQIA+) issues on an international level through parades, festivals and other cultural activities. The inaugural WorldPride was held in Rome in 2000. Cities which have hosted WorldPride since 2000 include Jerusalem, London, Toronto, Madrid, New York, Copenhagen is hosting WorldPride in 2021 and Sydney in 2023.

Sydney WorldPride Ltd is the legal entity established to plan and deliver the Event. The Event is to take place over two weeks in February 2023 and it will coincide with the 50th anniversary of the first Australian Gay Pride Week; the 45th anniversary of the first SGLMG; and the fifth anniversary of Marriage Equality in Australia.

SWP 2023 will be the first WorldPride to be held in the Asia Pacific, and our programs will shine a light on LGBTQIA+ human rights across the region. In addition, First Nations peoples were an integral part of the bid, and they will continue to form a strong part of our WorldPride program.

We are looking for experienced, skilled and highly motivated people to join the team to ensure SWP2023 engages, educates and excites audiences, while creating memorable experiences and providing significant benefits to the LGBTQIA+ community in Australia and globally.

Our values are:

- We listen
- We act with courage
- We are genuinely curious about the needs and desires of others
- We behave with respect and integrity
- We embrace diversity



Primary purpose of the role

Sydney WorldPride is recruiting an experienced individual to join the Communications and Engagement team as a First Nations Engagement Coordinator, supporting the First Nations Engagement Manager and the Creative Director - First Nations in the day-to-day organisation required to execute and deliver Sydney WorldPride's First Nations Strategy.

The First Nations Engagement Coordinator is responsible for maintaining and fostering strong relationships with multiple partners and stakeholders, providing project management support and coordination to the First Nations Engagement Manager and the Creative Director - First Nations. The First Nations Coordinator will also play an important role in working with the various departments across the organisation.

Key accountabilities

- Support the First Nations team in general project management duties including preparing for weekly WIP meetings
- Work closely with the First Nations team to organise and execute daily tasks which may include meetings, info sessions, gatherings, presentations, and community enquires.
- Assist the First Nations team in the creation and delivery of project plans and timelines, providing regular status reports.
- Manage the calendar of the Creative Director - First Nations
- Liaise with internal and external stakeholders to promote the needs, requirements, and planning of First Nations elements of the festival
- Preparation and management of key internal documents, scheduling, meeting notes, reports, actions, etc.
- Liaise with and stakeholders regarding contracts, travel, content and logistics
- Be willing to work outside of office hours as needed (particularly during the festival)
- Be solution focused and able to assist with any issues that may, finding resolutions in a manner that aligns with SWP values
- Manage travel and accommodation requirements.
- Liaise with internal and external stakeholders to promote the needs, requirements and planning of First Nations elements of the festival
- Assist with the management and coordination of the SWP and SGLMG First Nations Advisory Committee.
- Interstate travel as required

As with most Festivals, the key accountabilities for this role are likely to evolve during the planning process via ongoing consultation with the First Nations Engagement Manager



Reporting line

The First Nations Engagement Coordinator reports to the First Nations Engagement Manager, with dotted lines to the Creative Director – First Nations and Director of Communications and Engagement

Direct reports

None

Essential requirements

- 2 years minimum as a Coordinator in a festival or events environment
- Experience working with the First Nations Community
- Outstanding attention to detail and organisational skills
- Ability to manage competing priorities and tight deadlines whilst working under pressure
- Excellent documentation and reporting skills throughout the event process
- Excellent interpersonal skills with the ability to liaise with diverse groups of people
- Ability to work collaboratively, autonomously and in a team capacity, while organising workflows, setting priorities, and using initiative
- Effective communication with a broad range of clients and internal departments

Desirable

- Experience working with the LGBTQIA+ Community
- Professional background from within festival or creative agencies.

We strongly encourage Aboriginal and Torres Strait Islander people to apply.

We actively encourage members of the LGBTQIA+ and First Nations communities to apply. If you are looking for a once-in-a-lifetime event experience, working with a passionate and driven team in a wonderfully inclusive environment, please send a cover letter and CV to careers@sydneyworldpride.com outlining why you would be right for this opportunity.



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