

Position Description – Activation Coordinator

The Activation Coordinator is responsible for the delivery of a diverse range of place-based projects and initiatives to enhance the public realm, place-led programs and activations and stakeholder engagement. The role acts as a community champion and coordinate placemaking projects including the implementation of the Portside precinct place activation strategy, coordinating Town Team, plan and deliver programs and initiatives and advocate for the community led place activation in accordance with The Junction Co.'s strategic plan and values.

Role Tasks

- Develop, implement and coordinate the Portside activation strategy operational plan.
- In partnership with the Courthouse Gallery+Studio and broader the Junction team, design and coordinate place-led activation programs and initiatives.
- Lead, empower, inspire and support the Portside Town Team members and other community stakeholders to realise the activation strategy.
- Liaise with community groups, build relationships and foster partnership to support community projects and initiatives that align with the activation strategy.
- Coordinate the implementation of the Portside branding that will improve the profile and appeal of the area.
- Encourage an environment of sharing knowledge and ideas to ensure continuous improvement.
- Manage and coordinate the approved project budget within delegations, including related financial tasks and compliance.
- Research, source, write and acquit funding applications for the projects where necessary.
- Ensure effective internal controls and management information systems are in place as it relates to the project.
- Manage project measurement and evaluation.
- Manage The Junction Co.'s creative and social enterprise Portside Soap.
- Monitor, record and promote a safety performance and OHS requirements as stipulated by contract and legislation.
- Attend appropriate community meetings to enhance the Junction Co, Portside Town Team presence, maintain regular contact with local community stakeholders.
- Complete other tasks as directed.

Requirements:

- Passion for place activation, art, events, creative enterprise and community.
- Tertiary qualification in event management, community development, arts, urban/regional planning preferred but not essential.
- Relevant industry experience in events management, placemaking, planning, arts, community development and engagement, or similar.
- Knowledge of current trends, innovative approaches, and an understanding of the role of audience and community engagement in placemaking, arts and cultural development.
- Well-developed planning and project coordination skills.
- High level administration and communication skills and strong time management.
- A positive, can-do and non-precious attitude.
- Working With Children Check (WWCC).
- Current Class C Driver's Licence.

Reports:

Reporting to: CEO

Roles directly reporting to this position: Production Officer, Creative Practitioners

Roles indirectly reporting to this position: Portside Town Team members, Volunteers, Contractors