

Position Title:	Fashion Co-ordinator
Department:	Creative Team
Reporting Relationship:	Artistic Director
Award Classification:	The parties agree that there is no Modern Award coverage for this position. The National Employment Standards (NES) will provide the minimum conditions of employment.
Conditions of Employment:	You are required to commit to the policies and procedures as established by CIAF and amended from time to time.
Hours of Duty:	Part-time 5 days per fortnight. In the lead up to the CIAF Fashion Performance Show (approximately 8 week period) the incumbent will be required to increase work hours up to full-time (38 hours per week) to support operational requirements.
Employment Period	This position is a two (2) year term.
Workplace Health & Safety Statement:	Employees and CIAF have a joint responsibility to maximise safe working conditions.
Position Objective:	Work with the Artistic Director to guide the overall delivery of CIAF Fashion Program and ensure it meets its objectives within financial budget and timelines.

1.0 ABOUT CIAF

The Cairns Indigenous Art Fair (CIAF) is Australia's premier Indigenous art fair. Now approaching its fifteenth anniversary in 2024, CIAF has generated over 7 Million total value added economic contribution to Queensland (as per IER Economic report), provided career pathways, economic and social & emotional wellbeing outcomes to thousands of Indigenous artists, designers and performers. A major event on the national cultural calendar, each year CIAF presents the Art Fair, Art Market, Fashion Performance, Music in the Park, Symposium, and much more.

CIAF is committed to strengthening and celebrating the vibrant Indigenous cultures of Queensland, as well as providing ethical and meaningful cultural exchange between our creative stakeholders and events patrons. CIAF is proud of its commitment to fostering an ethical art marketplace and does so by attracting national and international collectors and curators to participate in our esteemed CIAF Collectors + Curators Program.

Since CIAF's inception, the art, fashion and performances that have been showcased are critically acclaimed as being some of the most contemporary and insightful works to lead the creative

direction of the Indigenous art sector. In response, CIAF actively maintains its passion for innovation. Expanding our venue – and venues – by activating the Cairns CBD (and the refurbished, state-of-the-art entertainment facilities it boasts) Further to this, CIAF is actively forging valuable partnerships that supports our expanding corporate, curatorial, entertainment programmes, and the creation of new elements to our programming.

2.0 POSITION: Fashion Co-ordinator

2.1 POSITION OBJECTIVE: The selected applicant will become an integral member of the CIAF team, as the organisation ambitiously works towards the annual delivery of the CIAF Fashion Performance becoming a nationally significant Aboriginal and Torres Strait Island fashion event. The Fashion Co-ordinator will work with the Artistic Director to ensure the Fashion program is culturally distinct, inclusive, fostering a spirit of cross-cultural exchange and generosity.

2.2 POSITION OVERVIEW:

The Fashion Co-ordinator will work with the Artistic Director and General Manager to produce the overall delivery of a vibrant, inclusive and culturally immersive CIAF Fashion Program that encourages and supports BLAK excellence.

2.2.1 KEY RESPONSIBILITIES

- Collaborate with the Artistic Director on the production and curation of the annual CIAF Fashion Performance.
- Co-ordinate and deliver a culturally immersive Aboriginal and Torres Strait Islander CIAF Fashion Performance show.
- Management and delivery of the CIAF Fashion Performance and contracted staff within the nominated budget.
- Work with CIAF team and venue hire management team to oversee the production of the CIAF Fashion Performance within budget constraints.
- Work with the Artistic Director to nurture and maintain existing relationships with art centres, independent artists and designers and stakeholders as pertinent to the role.
- Develop and broaden relationships with new artists, fashion designers and stakeholders around Queensland.
- Project manage and deliver CIAF Fashion related professional development packages.
- Comply with all requirements of any funding body for Cairns Indigenous Art Fair Ltd programs, including writing acquittal reports and supporting material for grants received for your Programs.
- Co-ordinate CIAF Fashion Pop-up at CIAF Art Market.

2.2.2 OTHER DUTIES

- Establish CIAF Fashion Textile Hub (via CIAF website) that shares relevant funding, industry and professional development opportunities.
- Developing and maintaining relationships with the Australian fashion industry representatives and individuals whose business align with CIAF's values.
- Build a respectful and co-operative relationship with Indigenous fashion organisations to strengthen the First Nations Fashion sector Nationally.
- Assist in promoting CIAF through marketing and publicity opportunities where appropriate.
- Work with Marketing team to increase the presence of key fashion, art and design publishing and media at the CIAF Fashion Performance.
- Generally, aim to create a culture of excitement for the program.
- Undertake work out of hours and travel as required and directed.
- Track project plans against milestones and deadlines.
- Mentor, supervise and motivate employees under your direction.
- Actively promote CIAF's values and apply all relevant workplace policies and guidelines.
- Undertake other duties as required and within scope and level of this position.

3.0 POSITION CRITERIA

3.1 DEMONSTRATED EXPERIENCE

1. Producing a variety of performance events e.g. music, dance, street performances
2. Budget management
3. Stage management
4. Contract administration and record keeping
5. Effective and clear communication both verbal and written with a diverse group of people including those whose first language may not be English
6. An understanding of First Nation cultural protocols
7. Time management skills

3.2 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Formal qualifications in Creative Industries (or similar) desirable.
- Knowledge in event planning, development and delivery. Including experience in financial budget management and tracking project plans against milestones and deadlines.
- Knowledge of risk management and occupational health and safety procedures.
- A creative flair for the presentation of fashion performance shows.
- Experience working with Microsoft Office suite of products.

- Well-developed interpersonal skills with the ability to liaise with a diverse range of stakeholders, facilitate meetings, work as a team and negotiate issues.
- Competency with the use of Adobe Suite of Design products desirable.

3.3 PERSONAL COMPETENCIES

- Strong analytical and problem-solving skills to manage changing environments, including the ability to be agile in event planning and delivery.
- Demonstrated ability to work independently, under pressure and take initiative as required.
- High level verbal and written communication skills with the ability to interact with a diverse range of individuals and stakeholders in a timely and effective manner.
- Confidence in public speaking.
- Strong attention to detail, time management and organisational skills.
- Ability to work effectively in a team environment and in a manner that contributes positively to CIAF operations.

An attitude of continuous improvement in the role and for the CIAF Fashion Performance.

4.0 PLEASE INCLUDE THE FOLLOWING IN YOUR APPLICATION:

- **A cover letter responding to the criteria**
- **Your current CV outlining relevant experience**
- **Please provide contact details of three referees who can speak to your relevant experience.**

4.1 APPLICATIONS CLOSE WEDNESDAY 31ST JANUARY 2024.