



## Secretary

### Bendigo Queer Arts Festival

Bendigo Queer Arts Festival is a volunteer-run not-for-profit incorporated association that produces and enables LGBTQIA+ arts and culture events, including the annual Bendigo Pride Festival, Bendigo Queer Film Festival and Queer Country Art Exhibition.

Our goal is to bring LGBTQIA+ people and allies together, celebrate our lives and make regional Victoria more queer-friendly. We believe art and culture can unite people, expand empathy and create a more harmonious society for everyone.

Some of our committee have extensive experience in event creation and management in the arts industry. Others have passion for raising the visibility of queer people and stories in Bendigo.

We have been running BQFF for 19 years now, and the Queer Country Art Exhibition for 16. The Bendigo Pride Festival joined our fold in 2019 and we now welcome thousands to our events every year. As we grow we rely on talented, passionate volunteers to join us to make our town the most fabulous it can be.

### **Role description:**

#### General duties:

Book meeting venue, take notes during meetings, provide the agenda and meeting notes to committee members.

#### Internal administration correspondence

Read and reply to correspondence promptly, even if only to acknowledge receiving the letter and pass it on to the relevant person in the organisation.

#### Reports

Assist the director of BQAF to write the annual report and other reports as required. Encourage subcommittees to present brief, written reports at meetings and file these.

#### Records



Maintain all legal documents such as constitutions, leases and titles. This means recording changes and alerting the committee when renewals fall due or when a legal deadline must be met.

### External liaison

Act as the public officer of BQAF with other agencies and organisations, affiliated bodies, and government agencies where needed.

### **Location:**

- This position will be based at various locations within the festival precincts.

Meetings held at Emporium Creative Hub on Mitchell Street, Bendigo prior to the event

Queer Country Art Exhibition – Dudley House 60 View Street Bendigo

Film season at La Trobe Visual Arts Centre 121 View Street Bendigo

Bendigo Pride Festival – various locations around Bendigo CBD

### **Qualities and Skills Preferred:**

- Good writing skills.
- Good communication and interpersonal skills.
- Organised.
- Time management.
- Minute writing

### **Duties:**

- Timely delivery of minutes and agendas.
- Prepare minutes and distribute to committee.
- Communicate meeting dates / times to committee.
- Book venue for meetings.
- Make note of correspondence in and out.
- Signatory on bank account.

### **Times Required:**

The role of the Convenor requires an estimated commitment of:

- 2 hours per month during the off-season (July to December)
- 4 hours per month – January, February, March, May and June
- 6 hours during April for completion of correspondence and acquittals of grants

### **Other Information**



More information on the event can be found at [www.bendigoqueerfilmfestival.com.au](http://www.bendigoqueerfilmfestival.com.au) and <https://bendigopridefestival.com.au/>