

# Position Description

Moral Fairground is a business-for-purpose that creates spaces and programs to champion ethical business practices with a mission to educate, inspire and encourage people to make choices that will have a positive impact on the world, the environment and the people we share it with. Our goals are to provide knowledge so consumers can make informed choices that will have a positive impact on our world, and to raise awareness and promote Fair Trade and Ethical Business in Australia.

## Job Purpose

Position Title	Activation Point Coordinator
Duration	Immediately to 8 <sup>th</sup> April
Reports to	Susanna Bevilacqua - Director

Moral Fairground is looking for Activation Point Coordinators to assist in the delivery of our biggest event of the year - Fair@Square.

Held on the 6<sup>th</sup> and 7<sup>th</sup> of April at Federation Square, Fair@Square is an opportunity for ethical and fair trade businesses to showcase their products and services to the Melbourne public. 2019 marks a decade of Fair@Square and Moral Fairground is looking forward to making it the best one yet.

As part of Fair@Square, Moral Fairground will have ten activation points across Federation Square at which a host of events will take place. These include programs run by sponsors as well as others designed and delivered by Activation Point Coordinators. An Activation Point Coordinator will therefore be responsible for the design and delivery of a program of their choosing. The program must be relevant to promoting fair trade and ethical business in Australia. Previous examples include a healthy kitchen program and a children's program. Please note that Activation Point Coordinators have considerable autonomy in the design of their program and may include a series of guest speakers or delivery partners. All programs must be approved by the Director prior to commencement.

Persons with an interest in fair trade and ethical business are welcome to apply!

## Key Responsibilities

- Design a program to run at one of the ten activation points at Fair@Square.
- On approval by the Director, deliver the program on the 6<sup>th</sup> and 7<sup>th</sup> of April at Fair@Square.
- Undertake the necessary communication (with potential speakers, delivery partners etc.) to successfully deliver the designed program.
- Undertake the necessary logistics (i.e. bumping in and bumping out) to successfully deliver the designed program.
- Explore sponsorship opportunities relevant to funding the activation point.
- Manage any volunteers required to deliver the program at the activation point.
- Manage the activation point at which their program is run on the 6<sup>th</sup> and 7<sup>th</sup> of April.

## Selection Criteria

- The applicant should have experience in event management and/or the delivery of a program.
- The applicant should have experience in program design, stakeholder management and obtaining sponsorships.
- The applicant must commit to attending Fair@Square on both days of the event (6<sup>th</sup> and 7<sup>th</sup> April).