

POSITION: EVENT COORDINATOR

Position Description - POSITION/ROLE OVERVIEW

KEY OBJECTIVES *The key objectives of this role*

- Well organised, highly motivated and have the ability to work independently and unsupervised when required.
- A focused approach to the task, with an ability to complete set tasks within defined time limits and work co-operatively in a team environment,
- Highly professional presentation and communication style,
- A clear understanding of the importance of maintaining positive client and suppliers relations.
- Flexible attitude to manage changing work priorities.
- A self-starter with the ability to manage multiple complex projects with competing demands/priorities,
- The ability to take project tasks through to completion. Provide general administration and secretarial support within the events exec committee for disciplines as required, correspondence, minute taking, email & phone.
- Produce high quality, professional documentation using chamber formats and templates, Accounts administration and coordination. .

REPORTING TO: President Evans Head Business & Community Chamber Inc.

ROLE/TASK & RESPONSIBILITIES *The key role and primary activities, tasks and/or responsibilities.* The primary responsibility under the direction of the President (Roger Hong) or Deputy (Rachael Arthur) is to provide effective and efficient delivery of various event services and ideas for the committee. To be the main event co-ordinator for the 2020 Seafood festival. The employer is also entitled to apply the same planning and operating standards to all event services.

The employer is also in charge of operating social media account for the 2020 Event including website, Facebook and Instagram account

Document Preparation

- Produce high quality documentation including funding grants / submissions and fee proposals using standard formats and templates provided by the various government departments & organisations.
- Preparation of reports, letters and other necessary documents with minimal errors and appropriate formatting.
- Preparation of event planning documentation
- Responsible for planning, organizing, managing and coordinating various types of event
- Oversee the incoming/outgoing mail and coordinate suppliers services as required.
- Coordinate weekly meetings and prepare minutes of meetings.
- Ensure systems back-up hard drives are rotated weekly.

KEY MEASURES

Key areas that the incumbent's performance will be assessed against?

The President (Roger Hong) may apply KPI's or other performance measures to the objectives implicit in the role. These KPI's may be in relation to (but not limited to) issues such as: increase of ticket sales over time, target market exposure, increase of website visits, increase in campaigns performance (number of subscriptions and Email marketing engagement rate). Event attendance, monitoring the increase in total revenue per event. Positive feedback surveys. Sponsorship engagement and Event success.

SKILLS & COMPETENCIES (*professional & technical skills & competencies*) ***The specific skills sets & competencies the incumbent needs to be successful in this role?***

The ability to manage own day-to-day activities in line with the Presidents directions, and able to demonstrate; Broad event experience, preferably in a professional services environment, with experience in document preparation, event planning, accounts and invoice preparation.

- Event purpose and specification
- Research all options and produce the detailed event plan
- Negotiate with event suppliers
- Reconfirm the event specification and obtain client approval
- Book all event supplier services
- Orchestrate the live event
- Conduct a full event debrief
- Advanced Microsoft Suite (2010 or later) skills, particularly Word, Excel and Outlook,
- Experience with Microsoft Publisher or other similar graphics software packages (is an advantage),
- Experience with Wix web provider,
- Experience in complex, professional document preparation, assembly and formatting (e.g. reports, tenders/submissions, promotional or other marketing documents etc)
- Advanced Senior Event management experience.
- Established interpersonal skills and the ability to work effectively with members of the public, partners & stakeholders, suppliers and members of the committee.
- Advanced communication skills (written & verbal) with excellent client relation and customer service skills.

ACADEMIC

Qualifications required: At least 4 years in Event coordinator/manager role and a Certificate or higher qualification

OTHER REQUIREMENTS.

1. Personal presentation is of a high professional standard. Willingness to travel to different locations if required.
2. A valid Australian driver's license.
3. Ability to legally work within Australia.

Employee's Signature Date

President's Signature Date