



POSITION DESCRIPTION

POSITION DETAILS	
POSITION TITLE	Event Manager
REPORTING STRUCTURE	Reports to Manager, Strategy No direct reports.
PURPOSE - Why does this position exist?	
<p>Djirra will be organising a major national gathering in November 2020 in partnership with Dardi Munwurro. The event is themed around Women's Business, Men's Business, Everyone's Business, Our Cultural Way.</p> <p>Working closely with the Manager Strategy and Team, the Event Manager will take the lead role in organising, overseeing and coordinating this national event, including</p> <ul style="list-style-type: none"> • Planning the event from start to finish according to requirements, target audience and objectives • Developing a sponsorship prospectus, attracting sponsorship and engaging with stakeholders with the purpose of gaining sponsorship • Lead promotional activities for the event • Maintain and update event information, including via websites • Engage and oversee a suitably qualified and experienced event management company, preferably an Aboriginal owned and led business, to support operational delivery in the lead up to and throughout the gathering • Manage expenses within the budget • Maintain meeting calendars and ensure event planning is on track • Ensure the event runs and is completed smoothly, and resolve any problems that might occur. 	
RESPONSIBILITIES	
<p>Planning the national gathering</p> <p>Under the direction of the Manager, be responsible for all aspects of the planning, coordinating and undertaking of the national event.</p> <p>Act as the primary contact for participant inquiries and concerns.</p> <p>Oversee operations in relation to seeking and assessing abstracts, and developing the program, working with a committee.</p> <p>Source and negotiate with venue, vendors and suppliers.</p> <p>Coordinate all operations, working with the event management company.</p> <p>Ensure the event runs and is completed smoothly, and resolve any problems that might occur.</p> <p>Fundraising and stakeholder engagement</p> <p>Developing a sponsorship prospectus, attracting sponsorship.</p> <p>Engaging with stakeholders with the purpose of gaining sponsorship.</p> <p>Lead promotional activities for the event.</p> <p>Manage internal operations associated with the gathering</p> <p>Manage expenses within the budget.</p> <p>Maintain meeting calendars and ensure event planning is on track.</p> <p>Manage and support the Event Committee.</p> <p>Manage the process of seeking and assessing abstracts.</p>	

Media Support and Communications

Maintain and update event information, including via websites.

Support the Manager Strategy and the Strategy Team in media/social media engagement for the event, including:

- drafting media releases
- utilising social media platforms, including Twitter, Facebook and others as required.

Other Djirra Events

Event management for other Djirra events as delegated, including the annual NAIDOC Week event, incorporating development, planning, co-ordination and management of the events.

Occupational Health and Safety, and Equal Opportunity

Follow, and help others to follow, all health and safety procedures, and participate in all relevant training and complete timely reporting of any hazards, injuries or incidents.

Proactively report on opportunities for improved health and safety.

Comply with Equal Opportunity policy, procedures and requirements, and undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

DECISION MAKING AUTHORITY

All decision making within scope of responsibilities

Recognise when to involve / escalate to Manager Strategy.

KEY INTERACTIONS

Internal:

Manager Strategy, CEO, General Manager, Strategy team members, managers.

External:

Venue, suppliers, vendors, participants, sponsors, government agencies, community organisations, media.

QUALIFICATIONS

Essential:

An undergraduate qualification (degree course) in Event Management, Hospitality Management, Marketing, or a related field

Desirable:

EXPERIENCE & COMPETENCIES	
<p>Essential:</p> <p>Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream organisations.</p> <p>Minimum of two year's events management or high-level coordinator experience, and/or previous conference organisation experience.</p> <p>Skilled in project management, including expertise in planning, managing and coordination.</p> <p>Expert at managing budgets, negotiating and communicating with the clients.</p> <p>Previous fundraising experience for events.</p> <p>Knowledge of marketing techniques for events.</p> <p>High order verbal communication skills.</p> <p>Strong skills in influencing and negotiating, fostering collaboration, understanding various perspectives and getting the best outcomes for all stakeholders.</p> <p>A demonstrated ability to work effectively as part of a team.</p> <p>Strong time management skills</p> <p>Current drivers licence and willingness to travel.</p>	<p>Desirable:</p>
TECHNICAL COMPETENCIES	
<p>Intermediate PC skills, including strong familiarity with MS suite of tools.</p> <p>Familiarity with social media platforms, including Twitter and Facebook.</p>	
ACKNOWLEDGEMENT	
<p>I acknowledge that I have received a copy of the Position Description and have read and understand its contents.</p>	
<p>Employee Signature: _____</p> <p>Name: _____</p>	<p>Date: / /</p>
<p>Direct Manager Signature: _____</p> <p>Name: _____</p>	<p>Date: / /</p>
HR CHECKLIST	
<p><input type="checkbox"/> Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.</p> <p><input type="checkbox"/> Place one copy of completed form and any attachments on the employee's Performance File.</p> <p><input type="checkbox"/> Retain original completed form and any attachments on the employee's Personnel File.</p> <p>Initials: _____ Date: _____</p>	