



POSITION DESCRIPTION

Position Title:	Events Coordinator
Position Number:	20220015
Department:	Executive Services
Position objective	Coordinate and promote community events funded under the NSW Reconnecting Regional NSW Community Events Fund and other events hosted by Council.
Reports to:	Manager Tourism and Communications
Hours of work:	Casual - 2 – 3 days per week plus event days from August 2022 - Mid April 2023
Salary Grade:	Grade 9
Disclosure of Interest: Is the position required to complete a Disclosure of Interest Form (clause 4.18 of Council's <i>Code of Conduct for Council Staff</i>)	No
Last reviewed:	July 2022

Blayney Shire Council have been allocated funding through the Reconnecting Regional NSW Community Events Program. Through this program, Council has several events to be coordinated between September 2022 and March 2023. There is a mix of events that are the sole responsibility of Council, events that are coordinated in conjunction with community groups and events primarily coordinated by separate organisations.

RESPONSIBILITIES AND DUTIES

- Undertake the development and coordination of events on behalf of Blayney Shire and local community groups in conjunction with the Manager Tourism and Communications.
- Complete event coordinating activities such as risk management, event plans, liaising with entertainment providers, food vendors etc.
- Event day tasks such as set up/pack up, cleaning, coordinating, community engagement etc.
- Complete grant applications for additional funding for events and submit grant acquittals as required.
- Assist with the promotion of events on websites, social media, newspapers, radio etc.
- Attend and participate in meetings and forums as required.
- Demonstrate a spirit of co-operation toward other employees and community groups
- Ensure that a positive public image of Council is portrayed to all internal, and external customers.
- Undertake duties in a safe and orderly manner in line with health and safety and risk management guidelines.
- Work collaboratively with all stakeholders to ensure the objectives of the grant funding are achieved.
- Perform other duties as required.

SELECTION CRITERIA

- Demonstrated event coordination skills
- Demonstrated ability to work independently, to organise, set work priorities, meet deadlines and achieve expected outcomes.
- Demonstrated ability to complete event records and reports, grant applications and acquittals
- High level of computer skills, including the Microsoft Office suite of products and communication programs such as Facebook and Instagram.
- High level interpersonal and communication skills and work collaboratively with a range of stakeholders.
- Availability to work weekends and outside normal operational hours to meet the coordination requirements of the proposed events including but not limited to 21 – 23 October 2022, 10 December 2022, and 17 – 19 February 2023.
- Current Australian drivers' licence.