

Position Description

CORPORATE INFORMATION

Position title	Officer - Events		
Directorate	Corporate and Community Services	Branch/Section/Unit	Gympie Venues and Events
Position number	1469	Level	4
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Coordinator – Major Events		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

This role supports the Coordinator – Major Events to attract, retain and nurture events that deliver social and economic benefit for the Gympie region, particularly in the high priority areas of arts and culture, sport, food and wine, music and business events.

This role is part of a dynamic team at Gympie Venues and Events that will produce, promote and deliver exhibitions and events including signature and other major events and festivals, celebrations, various productions, conferences and special functions on behalf of Gympie Regional Council (GRC). The position will also work with the Executive office in the delivery of Council's civic celebrations including but not limited to Australia Day and Citizenship ceremonies.

Gympie Venues and Events is responsible for the management and activation of the following:

- Gympie Civic Centre
- The Pavilion and Cooloola Sports Centre
- Gympie Regional Gallery
- Major events

The team also includes Corporate and Community Facilities and Maintenance who are responsible for the scheduled maintenance and management of a large number of Council's assets across the region.

Key Responsibilities of the Role

Programming and Planning

- Liaise with internal and external stakeholders including Council staff, volunteers and contractors to create, plan and deliver events and activities across the region;
- Liaise with a broad range of clients from diverse industries, with particular emphasis on the performing arts and conference and event markets to identify opportunities to present new work and build audiences;
- Work with the Coordinator Major Events to continually review and improve Council's approach to engaging audiences and delivering events and across the region.
- Work with the Coordinator Major Events to activate the Civic Centre through a new annual performing arts program featuring Council-presented productions, touring productions and community programs that encourage visitation and use of the space by the local community.
- Liaise with Marketing and Communications to support marketing and promotional activities for each event including the collation of copy, images and associated logos

Event Coordination and Administration

- Carry out the day to day administration of performances and events including:
 - Responding to enquiries and problem solving;
 - Monitoring budgets and tracking of income and expenses;
 - Preparation and issuing of contracts;
 - Program scheduling;
 - Grant writing and acquittal;
 - Evaluating, monitoring and reviewing council's community events, functions, celebrations and projects.

Sector Support

- Provide support and advice to local event managers and producers developing their own projects;
- Actively engage with a variety of local and industry networks to develop new opportunities for Gympie Venues and Events
- Management of the events equipment library and regional event calendars;
- Support the Coordinator – Major Events with the effective management of Council's Sponsorship program for events and festivals.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.

Essential Knowledge/Skills/Qualifications Criteria

- Demonstrated experience coordinating events and public programs.
- Demonstrated administrative and customer service experience relevant to the role.
- Demonstrated time management, risk management and planning skills.
- Demonstrated ability to work independently or in a team in a professional manner with the ability to be tactful and discrete when dealing with matters of a sensitive and confidential nature.
- Proficient in the use of computer software including MS Office suite including processing invoices and monitoring budgets.
- Ability to work proactively and solve problems creatively and efficiently.

Desirable Knowledge/Skills/Qualifications Criteria

- Certificate, qualification or knowledge and skills in event and function operations.
- An established network within the performing arts and events industries.
- Demonstrated understanding of marketing and communications related to events and creative industries.
- Experience with ticketing, event management and/or venue management software platforms.
- Blue Card for working with Children and Young People.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Regular local travel.
- Flexibility in working hours is required as early starts, weekends, public holidays and/or evening work may be required as needed.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect Council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

Position Description

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.