



POSITION DESCRIPTION

Position Title:	Programs Event Coordinator
Department:	Student Programs
Reports To:	Programs Manager
Supervises:	Campus Activity Coordinators where required Volunteers
Employment Type:	Full Time
Classification:	Level 4 The University of Sydney Union Industrial Agreement 2001
Conditions:	35 hours per week, May include some weekends and nights as dictated by business requirements

Purpose

To deliver a program of events that drive student engagement and enhance the campus experience.

Job Summary

Student Programs is at the heart of campus life at the University of Sydney. This role is responsible for the programming, planning and execution and evaluation of a diverse range of student events, including but not limited to stakeholder management, onsite event coordination and marketing.

The Programs Event Coordinator is a valued member of the Student Programs team and works with various internal and external stakeholders to deliver a dynamic calendar of programs and events.

Selection Criteria

Qualifications/sector experience

- Tertiary qualification in Marketing/Event Management or relevant related experience

Knowledge, skills and competencies

- Proven experience developing and delivering content
- Proven experience developing and executing marketing campaigns
- Proven experience with stakeholder engagement and management
- Supervising and managing a team
- Budget management, reporting and accounting practices experience
- Excellent written, verbal communication/listening/problem solving skills
- Ability to manage and prioritise competing deadlines and tasks
- Computer-based administrative systems, particularly Microsoft suite of applications and database platforms
- An understanding of the youth market (18 – 24 year old)
- Ability to set priorities and establish objectives and milestones
- Outstanding customer service and communication skills

- A good operational understanding of WH&S

Personal qualities

- Warm and approachable, ability to listen actively, friendly and professional
- A leader with a high level of integrity, honesty and commitment
- Ability to confidently delivery information to both internal and external parties
- Highly motivated, proactive team player
- Strong attention to detail and good initiative
- Adaptable to change
- Ability to work in a team environment or autonomously

Desirable criteria

- Demonstrated knowledge of the University of Sydney, The University of Sydney Union and its activities
- Experience in working in a not-for-profit organisation
- Experience working with young people and in youth affairs
- Current provisional or above NSW Driver's license

POSITION ACCOUNTABILITY STATEMENTS (PAS)		
Key Result Areas	Key Tasks	Key Performance Indicators
Coordination of campus events and student events marketing	Management of student programmed events including but not limited to: Queer, Wom*ns, Humanitarian, Charity, Health & Wellbeing, Sustainability, FUNCH, Interfaith and Post-Graduate	Student programmed events successfully managed, on time and to budget
	For all events, produce marketing briefs as directed to organise promotional collateral (digital and print) from the Marcomms team	All marketing deadlines are met and collateral is delivered on time
	Liaise with the Programs Manager to assist with budget management	Risk assessments completed before all events
	Ensure measurement and feedback mechanisms are in place for all programs and events	All work conducted within budgets
	Ensure all events are safety run	Nil injuries/ incidents at events Demonstratable growth from positive/ constructive feedback

USU Markets	<p>Coordination of USU Markets</p> <p>Liaise with external stall holders</p> <p>Liaise with Marketing Department regarding marketing of program</p> <p>Liaise with USU and University Facilities Management regarding market stall placement</p> <p>Ensure compliance with all necessary City of Sydney regulations</p>	<p>University approvals granted and successful market days held</p> <p>Acceptable response time and acknowledgement of all booking requests</p> <p>Increase in stallholder bookings and crowds</p> <p>All stalls are kept within approved locations</p> <p>All food suppliers have necessary approvals and insurances</p>
Colleges Program	<p>Coordination of the Palladian Cup calendar of events</p> <p>Assist with the delivery of the College Program as required</p>	<p>Assistance provided as necessary</p>
Facilitate the use of the venues by Clubs and Societies	<p>Timely bookings of events as requested, contacting C&S key figures to increase the number of bookings, organising any relevant extra operational requirements and relaying important information to the Venue Manager</p> <p>Be the initial source of contact for C&S groups for catering needs from the Manning Grill functions menu</p> <p>Prepare and send out weekly updates on events in the bars, coordinate the weekly production meeting, juggle bookings to create the best result for the students</p>	<p>C&S bookings in the venues, no double/or incorrect bookings, all information correct to ensure organisation of all requirements</p> <p>Increase in the number of Clubs that regularly use the bars spaces</p> <p>Seamless information transfer from EP to the Venue Managers for events and bookings</p>
Coordinate effective communication within the team	<p>Ensure that the internal bookings are always current in the calendar</p> <p>Successfully balance and coordinate the competing needs of the internal (C&S, Programs department) and external (promoters, bands functions) events' needs</p> <p>Distribution of monthly budget figures to department staff</p> <p>Collating and formatting the monthly Board Report, budget report and any other reports as required</p>	<p>Feedback from other departments</p>

Developing the student performers from Sydney University	Creating space that student performers can play, in a professional setting, at times that will benefit the venues	Creating good contacts with performers and seeing them feed into band comps and into playing support/standalone gigs at the venues
Work Health & Safety (WHS)	<p>Conduct all work in a safe manner</p> <p>Comply with all WHS policies, procedures and instructions</p> <p>Report all incidents and hazards immediately to Supervisor and People & Culture Department</p> <p>Use and maintain safety devices and personal protective equipment correctly</p>	<p>All incidents and hazards reported immediately</p> <p>All WHS instructions, policies and procedures complied with</p>
Demonstrate commitment to the department and USU as a whole	<p>Shows a willingness to assist others – both within own department and in other areas</p> <p>Forthcoming with ideas</p> <p>Performs other reasonable duties as requested by Manager</p> <p>Interacts with team and other stakeholders in a professional, respectful, polite and courteous manner</p>	<p>Responsive to requests</p> <p>Willing to assist in times when the area is short staffed</p> <p>Attends and interacts constructively at meetings</p> <p>Takes an interest in the challenges faced and contributes ideas/ suggestions to make improvements</p> <p>All interactions are professional, respectful, polite and courteous</p>

Physical Requirements

Required frequently: sitting, standing, walking, reaching, driving, lifting above shoulder height, lifting up to 5 kilograms

Compiled by: Programs Manager

Date: Nov 2018

Authorised by: People & Culture

Date: Nov 2018

Current Employee Signature: _____ Date: _____