

POSITION DESCRIPTION

Position Title:	Project Events Officer
Position Number:	11079
Directorate:	Community Services
Reports to:	Arts Development & Events Coordinator
Supervises:	Nil
Department:	Community Programs
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 5

1. POSITION OVERVIEW

The Project Events Officer is responsible for the planning, conceptualisation, development, marketing and implementation of community events including the 2023 FeNaCING Festival.

1.1 Position Objectives

- Under the direction of the Arts Development & Events Coordinator, develop and implement a high quality FeNaCING festival in 2023
- Manage event planning, programming, suppliers and marketing
- Develop and maintain working relationships with key stakeholders to deliver high-quality events and festivals
- Coordinate, implement and evaluate a range of performances and events specific for FeNaCING
- Administer and develop the FeNaCING budget, including funding from sponsors
- Actively facilitate community engagement and participation in the FeNaCING festival with key community groups in the City
- Liaise with all divisions of Council's operations on relevant matters concerning the delivery of the FeNaCING festival

2 DUTIES & RESPONSIBILITIES

2.1 Program, Planning and Delivery

- Work with the Arts Development & Events Coordinator, to ensure that program budgets are managed effectively
- Produce event briefs which meet the objectives of the City, with a clear vision, cost and implementation strategy
- Implement stakeholder debriefs, reports and contribute to the successful delivery of events and festivals in particular FeNaCING
- Responsibility for all facets of the FeNaCING festival, including procurement, contract development and management
- Provide advice to prospective promoters and producers in presenting work within the City of Karratha
- In collaboration with the City's Marketing & Communications team, develop, maintain and continuously improve all communications, marketing and promotion campaigns relevant to FeNaCING and other events
- Undertake any other duties appropriate to the delivery of events and festivals as directed by the Arts Development & Events Coordinator

2.2 Community Support & Development

- Monitor trends in community participation and service delivery

- Develop & maintain communication links with council staff, schools, community groups, resource companies, government and non-government agencies
- Work with community groups and local schools in the delivery of FeNaCING
- Work with community groups to identify interest in taking on the future management of FeNaCING

2.3 Strategic Planning & Policy

- Working with the Arts Development & Events Coordinator, identify events, programs and services suitable for FeNaCING
- Working with the Arts Development & Events Coordinator, develop metrics to measure community engagement
- Provide effective support to the Arts Development & Events Coordinator in achieving the directions and objectives of Council

2.4 Administration & Finance

- Establish systems and processes to ensure effective end to end event management
- Maintain accurate files, budgets and critical paths in order to adhere to deadlines and budgets
- Ensure the most advantageous outcome for Council when arranging performers, contractors, suppliers etc
- Follow procurement policies to ensure sound budget management including negotiation, execution and management of contracts
- Maintain accurate records and good management procedures
- Support the Arts Development & Events Coordinator to plan and review events to ensure expenditure and income is in line with budget
- Assist the Arts Development & Events Coordinator with the preparation of funding applications, report writing and other documentation as required

2.5 Organisational Expectations

- Actively contribute to and support the Arts Development & Events team and wider Community Programs teams
- Adhere to Council policy and procedures including Code of Conduct & IT Conditions of Use and other related documents that may be developed and endorsed by Council from time to time
- Behave and work in a manner which demonstrates the Arts Development & Events team is a customer focussed, professional and reliable service
- Attend events, meetings and after-hours functions as required

2.6 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
- They comply with all City policies and procedures relating to their health and safety
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution
- They will not misuse or damage any equipment provided in the interests of health or safety
- Observe all safe working practices as directed by the supervisor
- Use and maintain protective equipment correctly
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible

- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under direct supervision of the Arts Development & Events Coordinator.
- Works in accordance with approved Council's policies, procedures and guidelines.

3.2 Judgement and Problem Solving

- Ability to respond to situations and tasks appropriately showing initiative or seeking further instruction where required
- Proven decision making and problem-solving skills that support organisational values

3.3 Specialist Knowledge and Skills

- Practical knowledge and experience in the planning and delivery of public events and performances.
- Practical knowledge and experience in strategic planning and understanding of arts development.
- Proven ability in the use of computer systems, including event specific applications and generic Microsoft office tools.
- Demonstrated ability in the production of promotional information and other marketing-based activities.
- Demonstrated ability in managing contractual obligations
- Demonstrated ability in preparing contract briefs for design agencies, marketing agencies and other event suppliers as relevant.

3.4 Interpersonal Skills

- Developed numeracy, written and verbal communication skills relevant to the work area
- Ability to manage time effectively to ensure duties are carried out to the required standard
- Ability to communicate with a wide range of stakeholders, groups and community members
- Proven ability to engage and maintain a network of key industry stakeholders across a range of sectors, including public, government, private and not-for-profit

3.5 Qualifications and Experience

- A minimum of 3 years end to end event management experience, including budget controls and staff management
- Demonstrated experience in the planning, conceptualisation and implementation of community-based events
- Demonstrated experience in community, contractor and local stakeholder consultation and management relevant to event and festival planning, implementation and reporting
- Demonstrated experience in managing multiple event projects simultaneously.
- Demonstrated experience in sourcing, managing and acquitting sponsorship/funding applications including preparing acquittal reports
- Working with Children Check (or be eligible to obtain one)
- First Aid Certificate
- Current C class driver's licence
- National (or Federal) Police Certificate, no more than 6 months old (or willing to obtain one)