

POSITION DESCRIPTION

Festival and Business Events Officer– (POS2270)

Directorate:	City, Community & Culture	Department:	Casula Powerhouse Arts Centre
Position Grade:	Grade 12	Reports to:	Strategic Events Lead
Last review:	March 2019	Next review:	March 2021
		Version No.:	2.0

Position purpose:

To provide coordination for event specific projects and day to day operational activities within the City Economy Unit. Specific focus on coordinating project deliverables, including evaluation and reporting, as well as being the key liaison point for matters related to office services, finance, technology-based solutions, CRM data management and stakeholder engagement. The role also assists with Casula Powerhouse Arts Centre programmed events and productions.

Key accountabilities/responsibilities:

Responsible for:

- 1) Coordinate the delivery of event project plans, with milestones and key deliverables defined. This includes preparing and maintaining project documentation, monitoring projects and collating information for reporting and evaluation purposes. Events projects are specific to City Economy and the Casula Powerhouse Arts Centre and Major events as required.
- 2) Arrange and coordinate activities related to business events and forums, as organised by Council.
- 3) Support Casula Powerhouse Arts Centre's events program schedule, logistics and implementing the program through event management plans utilising event software, and in concert with other staff.
- 4) Supporting all aspects of LCC and Casula Powerhouse Arts Centre's major festivals, including planning, crowd control, security, traffic management and supervision of events contractors.
- 5) Coordinate and support the City Economy team through the delivery of project work
- 6) Preparing and coordinating work plans for staff, casuals and volunteers involved with related festivals and events.
- 7) Preparing and coordinating budgets for festivals and events, including all production and logistics as well as conducting fee and contractual negotiations with performers and artists.
- 8) Developing and implementing stage management and event management procedures.
- 9) Preparing all necessary Workplace Health and Safety documentation for events and ensure Workplace Health and Safety safe work practices are met. Coordinating toolbox meetings and pre and post event briefs.
- 10) Working with all staff to ensure that programs are of a high standard of presentation.
- 11) Building and maintaining relationships with business events partners.
- 12) Where possible, assisting with event management across council for various departments.

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Decisions made in the position:

- 1) Expenditure within agreed delegation.
- 2) Materials and equipment.
- 3) Supervision of event contractors.
- 4) Program and Events Design and logistics.
- 5) Final decision relating to venue management and venue bookings.

Decisions referred:

- 1) Expenditure over delegated limits.

Key issues/challenges:

- 1) The coordination and presentation of major Liverpool City Council and Casula Powerhouse Arts Centre programs and festivals.
- 2) Liaising with staff and clients/producers to manage the program schedule.
- 3) Negotiating with key partners regarding venue expectations and use.
- 4) Willing to work on a 7 day roster which includes weekends and public holidays to ensure the delivery of events

Key working relationships:

- Director and Assistant Director, CPAC
- Strategic Events Lead
- Liverpool City Council Departments
- Manager, City Economy.
- CPAC staff.

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA**Qualifications/Licences**

- Tertiary qualifications in production or events management and/or industry experience.
- First Aid Certificate.
- Responsible Service of Alcohol (RSA) competency.
- Class C Driver's Licence.

Experience

- Experience as an events producer or event coordinator in an arts and/or business events delivery environment.
- Strong project and time management skills.
- Proven ability to plan and deliver complex festival program logistics.
- Superior oral and written communication skills with extensive experience in negotiation and ability to relate to people of diverse backgrounds.
- Superior customer services skills.
- Ability to work on multiple projects at a given time, to prioritise work and meet project deadlines.
- Ability to work both autonomously and as a member of a cohesive work team.
- Excellent computer skills, including proven proficiency with Microsoft Outlook, Excel, Word, and project management software.
- Demonstrated experience in scheduling visual arts and performing arts programs at an arts institution.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- Knowledge of installation and presentation systems for events.
- Understanding of statutory requirements, in particular WHS, Responsible Service of Alcohol and Security/Traffic Management.
- Knowledge of artist and performer needs for a performance.
- Events Industry knowledge and key contact list of event suppliers and contractors.
- Understanding of community cultural development practices.
- Knowledge of elements of production, technical services, front of house and hospitality services.
- Knowledge of local audience and audience development and engagement practices.

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DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Ability to use database systems.
- Ability to communicate with a diverse range of clients.
- Research Skills.
- Attention to detail.
- Ability to work outside standard Council working hours on a regular basis as required.

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous