

## POSITION DESCRIPTION

### 1. POSITION DETAILS

<b>Position Title:</b>	Events Assistant
<b>Division:</b>	City Life
<b>Unit:</b>	Creative City
<b>Management Level:</b>	Worker

### 2. ORGANISATIONAL RELATIONSHIPS

#### **Position Title of Supervisor:**

- Senior Program Manager – Major Events & Festivals

#### **Titles of Positions which report to the Event Assistant are:**

- No positions report directly to this position

#### **Contractors for which this position is responsible:**

- As required

### 3. PRIMARY PURPOSE OF POSITION

The City of Sydney produces and delivers an annual calendar of world-class, free, major events and festivals which innovatively celebrate our city's diversity and creativity and engage with local and international audiences.

Not only do festivals and special events add to a city's cultural layer, they also bring significant economic benefits to businesses in the retail, hospitality and tourism sectors. Visitors come from regional NSW, interstate and around the world to be part of events such as New Year's Eve and Sydney Lunar Festival.

The Major Events & Festivals (MAJEV) unit delivers an events portfolio including Art & About Sydney, the Sydney Lunar Festival and Sydney Christmas, along with NAIDOC in the City, Capital Works launches and the City's Sydney Mardi Gras Parade entry. Over 1.5 million people attend these events each year.

The Major Events & Festivals unit also delivers the annual hallmark Sydney New Year's Eve event with an annual economic impact of more than \$133 million. It is the largest event produced by the City, attracting an audience of over 1 million, in addition to a much broader national and global media audience of over 1 billion.

The primary purpose of the role is to assist the Executive Producer and senior management team of the Major Events & Festivals unit with the coordination of all administrative requirements for the unit across the Programming, Production, Audience and Business Operations streams including development and maintenance of systems and processes, minute taking, preparation of presentations and reports, onboarding of staff, staff rostering and timesheets, research, and other administrative duties as required.

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#### **4. POSITION OBJECTIVES**

The major objectives to be achieved by the Events Assistant are to:

- Proactively identify and develop systems, processes and procedures to simplify and streamline the work of the Major Events & Festivals unit.
- Contribute to events that are innovative, professionally produced and are safe, accessible, inclusive and enjoyable for the general public.
- Demonstrate effective communication and consultation with relevant stakeholders on all issues.
- Establish good working relationships with relevant internal and external stakeholders.
- Ensure events are staged consistent with the approved Major Events & Festivals program and within the established budget.
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

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#### **5. POSITION ACCOUNTABILITIES**

- Provide high-level assistance to the Executive Producer, Associate Producer, Head of Audience, Head of Business Operations and Head of Programming in the coordination of all administrative aspects of the City's major events and festivals program.
- Work with senior management team members to liaise with community organisations, businesses and individuals in relation to the City's event program, including events organised by external organisations.
- Establish and maintain event databases, checklists, pro formas and other documents, administrative systems and records to maximise event efficiency.

- Assist with rostering of casual and agency staff members and complete timesheets for approval in a timely manner.
- Assist in the hospitality, marketing and publicity of events including, but not limited to, the management of event invitations, coordinating distribution of publicity materials, assisting where required with artwork approvals, and general assistance with execution of internal and external processes and procedures as required.
- Assist with research and coordinate the development and maintenance of relevant event and corporate reference material to ensure up to date information is provided to the Major Events & Festivals unit.
- Assist where necessary and appropriate on the development and management of various elements of the Major Events & Festivals program and at on site events.
- Liaise with other departments of the City of Sydney to facilitate the administrative needs of the Major Events & Festivals program.
- Provide minutes, reports, diary management and other executive assistance as required by the Executive Producer and senior management team.
- Participate in strategic planning for events, as part of the Major Events & Festivals team.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

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## 6. **WORKPLACE HEALTH & SAFETY RESPONSIBILITIES**

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training

- Complying with the requirements of the City's Return to Work program

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

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## 7. AUTHORITY TO ACT

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed/implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

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## 8. SELECTION CRITERIA

- Demonstrated experience in event coordination, administration, and in the provision of high-level support within a dynamic and challenging environment, in particular major outdoor events.
- Demonstrated extensive experience in office management including provision of administrative support and the development of systems that support a high performance team.
- Superior computer literacy and experience in using financial spreadsheets, word processing packages, PowerPoint and event scheduling programs.
- Highly developed written and oral communication skills and the ability to provide clear and concise written and verbal advice/information and interact with a broad range of staff and external stakeholders.
- Experience in the administration of budgets and ability to coordinate activities in order to monitor the status of a budget.
- Maturity, discretion, sound judgment and the capacity to act autonomously in the execution of daily administration and coordination of multiple projects.
- Ability to maintain confidentiality of issues.
- Ability to balance competing priorities, work to deadlines and to respond in a flexible manner to work requirements.

- Available to work evenings and on weekends when required.
  - Demonstrated commitment to Equal Employment Opportunity, Workplace Health and Safety and Cultural Diversity principles.
  - Tertiary qualifications in Event Management will be highly regarded.
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