

POSITION DESCRIPTION

Netball Victoria exists to improve people's lives.



Position Title:	Events and Engagement Manager		
Department:	Commercial Operations	Reports to:	General Manager - Communications, Marketing & Partnerships
Classification	Manager	Direct Reports:	1 - Partnerships Activation Coordinator
Location/s:	Netball Victoria – 473 and 487 King Street, West Melbourne		
Employment Status:	Full Time Fixed term contract (Feb 25 th 2019-20 Dec 2019)		
Salary Package	Negotiable, based on skills and experience.		
Employment Conditions	Netball Victoria's office hours are Monday – Friday, 8.30am – 5.00pm. Staff are employed in accordance with the terms and conditions outlined in their contracts. Weekend and evening work will be required, due to the nature of the sporting industry.		
Environment	<p>Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors. It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia.</p> <p>Netball Victoria exists to improve people's lives. Our identity anchors of: 'We enable each other shine', 'We have no limits; we've got this', and 'We are leaders' – inform who are, both individually and collectively, and therefore how we take up our organisational roles.</p> <p>The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships.</p>		

Primary Purpose of Position

To manage the delivery of events and fan engagement across Netball Victoria and Melbourne Vixens.

Key Responsibilities

Accountabilities	Overview of Tasks
Events/Functions/Engagement	<ul style="list-style-type: none"> Developing an events strategy for Netball Victoria and the Melbourne Vixens. Develop an annual calendar and planning schedule for the delivery of all Netball Victoria events, awards, activations and other key activities across the organization, including setting dates for elements such as design and promotion. Develop and deliver a wide range of Netball Victoria and Melbourne Vixens events, functions and workshops, including coordinating invites, RSVPs, run-sheets, scripts, sports presentations, staff and management briefings. Assist to develop and implement strategies to grow attendance at Netball Victoria and Melbourne Vixens events to maximize commercial opportunities. Utilise the Netball Victoria and Melbourne Vixens schedule of events to showcase and communicate the broader netball offering. Work with the Melbourne Vixens Ticketing and Membership Manager to establish and deliver engagement opportunities and events for Melbourne Vixens members and fans.

	<ul style="list-style-type: none"> • Manage and oversee the bump-in and bump-out process for front of house and events for Melbourne Vixens home game days, including playing an active role in the planning and delivery of all front of house requirements on the day. • Assist in driving the planning and delivery of an integrated approach across Vixens Match Day activities and associated events, including the operations associated with various film and photography shoots. • Build and maintain relationships with suppliers including event venues and MCs. • Provide timely post event reporting for each event/function, including where required, conducting surveys and additional research. • Manage and set event budgets, including maintaining individual worksheets for each event. • When required coordinate and oversee volunteers and SEDA students for events, match days and other relevant activities.
Marketing	<ul style="list-style-type: none"> • Develop and oversee deployment of marketing collateral associated with Netball Victoria / Melbourne Vixens functions or events, including ensuring that the requirements of sponsors are met regarding marketing collateral and working in partnership with communications in relation to website content and social media updates. • Assist with the development of Netball Victoria and Melbourne Vixens fan engagement material including signage for key competitions including SSNL and other Netball Victoria specific competitions. • Manage and police the use of relevant Netball Victoria and Melbourne Vixens signage and events, functions and engagement opportunities.
Associated Duties	<ul style="list-style-type: none"> • Assist and support the team in all aspects of department requirements, including advertising campaigns, membership, information management, functions and events and general administration. • Oversee the management and scheduling of Melbourne Vixens player appearances. • Oversee risk management associated with events, activations and functions.
Contributing to Workplace Culture	<ul style="list-style-type: none"> • Be committed to, and at all times, displaying behaviours consistent with Netball Victoria's Identity Anchors which include enabling each other to shine, having no limits and leading. • Be open minded and embracing of Netball Victoria employees, communities and stakeholders. • At all times contribute to a safe and healthy workplace. • Embrace Learning and Development.
Qualification, Experience & Skills	
<ul style="list-style-type: none"> • Relevant tertiary qualifications eg Marketing, Events, Communications. • No less than three years experience within a sporting or events specific organization in a similar role. • No less than three years event management experience. • Proficiencies in design software. • Understanding of sport culture and organisations including working with volunteers. • Strong administrative skills, including intermediate Microsoft Office skills. • Must be flexible, able to adapt and be motivated by working in a fast-paced environment. • High level communication skills; face to face, verbal and in written reports and general correspondence. • High level interpersonal skills and ability to elicit cooperation of people across a wide range of organisations. • Driver's License and Working with Children Check. • Some knowledge and/or experience working with individuals, groups or communities from an All Abilities, Multicultural 	

or Indigenous background will be an advantage.