



HINCHINBROOK
SHIRE COUNCIL

POSITION DESCRIPTION

Events Officer

At Council our position description reflects our core values which guide the work we do, ensuring a positive and productive environment while delivering high-quality services to our community. Each role is integral to upholding these values and contributing to the Council's mission and vision.

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| Position Title | <i>Events Officer</i> | Industrial Instrument | <i>Queensland Local Government Industry (Stream A) Award – State 2017</i> |
| Position Number | 1035 | Classification Level | 3 |
| Department | <i>Community and Cultural Services</i> | Status | <i>Ongoing Full Time</i> |
| Branch | <i>Venue and Events</i> | Location | <i>TYTO Precinct</i> |
| Directorate | <i>Corporate, Community and Development Services</i> | Direct Reports | <i>Nil</i> |
| Reports To | <i>Venue and Events Facilitator</i> | Job Dictionary | <i>Nil</i> |
| Document last reviewed | <i>August 2025</i> | | |
| Aim of Position | <p>As the Events Officer, you will assist the Venue and Events Facilitator in delivering all aspects of Council led community events and the activation and success of Council's event venues, including TYTO and the JL Kelly Theatre.</p> <p>This role involves the planning, coordination, and execution of events at multiple venues. The Venue and Events Officer plays a pivotal role in creating memorable experiences for clients and attendees while ensuring the efficient operation of venue facilities and resources. By fulfilling these responsibilities, the role plays a crucial part in fostering a sense of belonging, connection, and civic pride within the community.</p> | | |

Our Values

Our workforce aligns with the values of:



Opportunity

Embracing change, growth, and new possibilities.



Respect

Our people - Our heritage -
Our environment.



Strength

Together with integrity and purpose.



Accountability

Our actions – Our impact –
Our commitment.

Key Responsibilities

The key duties and responsibilities of this position include (but are not limited to):

- Coordinate and deliver all aspects of event planning, including preparation, supplier selection, catering, décor and technical requirements.
- Collaborate with internal departments, external partners, and community groups to plan, organise, and deliver events that align with the Council's objectives and priorities;
- Act as the primary point of contact for clients or event contractors, understanding their needs and preferences to ensure successful event execution;
- Develop and manage event budgets, ensuring expenses are kept within budgetary constraints while maximising resources;
- Liaise with vendors, suppliers, and contractors to secure necessary services and equipment for events, negotiating contracts and managing relationships;
- Arrange for equipment, furniture, decorations, catering, audio-visual equipment, and other necessary items for events, ensuring everything is in place on time;
- Design marketing and collaborate with stakeholders to promote events through various channels, such as social media, email marketing, and print media, to attract attendees;
- Provide all aspects of event execution, ensuring that events run smoothly and according to plan, troubleshooting any issues that may arise;
- Conduct post-event evaluations to assess the success of events, gather feedback from clients and attendees, and identify areas for improvement;
- Ensure events comply with relevant laws, regulations, and safety standards, obtaining necessary permits and licenses and implementing safety measures;
- Coordinate and undertake event setup and pack down, ensuring all elements are arranged efficiently and according to event specifications; and
- Explore opportunities for increased venue patronage and revenue generation through event packages, partnerships, and additional offerings.

Other responsibilities

In addition to their primary responsibilities and outcomes, all employees are expected to fulfill secondary responsibilities and accountabilities as needed. This may involve supporting colleagues within their functional area or assisting other business units of the Council, as directed, within their skills and capabilities.

These secondary responsibilities may arise at short notice due to unforeseen operational requirements. However, where planned support is needed, reasonable notice will be provided whenever possible.

Qualifications, Skills and Experience

Mandatory

- Ability to work with children and provide/attain Blue Card registration (mandatory);
- Responsible service of alcohol certificate or willingness to obtain (highly desirable);
- Demonstrated ability to plan and coordinate a variety of events, such as conferences, theatre shows, and corporate functions;
- Demonstrated ability to make sound decisions under pressure while maintaining professionalism and calmness;
- Excellent interpersonal and communication skills, both verbal and written, with the ability to easily build rapport with internal and external clients;
- Ability to work collaboratively with cross-functional teams, such as marketing, operations, and finance, to ensure successful event execution;
- Strong administration skills including advanced computer literacy, especially in the use of MS Office Suite and social media;
- An energetic team player, who proactively looks to assist where possible and can work autonomously;
- Flexibility to work outside normal business hours; and
- Current Queensland 'C' Class Drivers Licence (minimum P1).

Workplace Health and Safety (WHS)

Responsible for working safely at all times to protect own WHS and that of any other person in the workplace. This will include:

- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements;
- Abiding by Council WHS Policies, Procedures and training at all times;
- Complying with instructions given for WHS;
- Reporting any personal injury, third party or vehicle incidents or damage to your Supervisor immediately;
- Never operating machinery, equipment or vehicles under the influence of alcohol and/or drugs;
- Not wilfully or recklessly interfering with or misusing anything provided for WHS;
- Not wilfully or recklessly placing at risk the WHS of himself/herself or others; and
- Reporting any WHS concerns and hazards to your direct Team Leader or Manager and/or the WHS Coordinator immediately.

Disaster Management

- Undertake training as required to provide a proficient and effective service in Council's Local Disaster Coordination Centre; and/or
- Be available to provide an important role in disaster management response and recovery during and following activation of Council's Local Disaster Management Group in times of natural disasters.

Customer Service

- Response times are to be within the response standards identified in the Customer Service Charter;
- Treat both internal and external customers with courtesy and respect;
- Work according to agreed customer service standards within Council; and
- Contribute towards setting customer service standards within your team.

Acceptance of Position Description

I hereby agree to abide by Council values, policies and the *Local Government Act 2009* and that this position description clearly outlines the overall responsibilities, physical requirements and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level and may be updated as required to reflect business needs.

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| Employee Name | | Signature | | Date | |
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