

POSITION DESCRIPTION

Position Title:	Events Coordinator
Position Number/s:	COM-150
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 5
Directorate:	Community Building

POSITION OBJECTIVE

The Events Coordinator is responsible for developing and coordinating a variety of culturally inclusive community and civic events and projects across the Charters Towers Region. This position is responsible for the overall coordination of the World Theatre operation, including sourcing live acts, venue hire and cinema operations.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Community Development
Directly supervises:	Events Officer, Senior Technician, World Theatre Supervisor, World Theatre Reliefs

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Coordinate the development and delivery of Council's community and civic event program.
2. Coordinate the overall operation of the World Theatre including live theatre activities, venue hire and cinema operations.
3. Develop a program of professional and entrepreneurial shows and events, and support and assist in the development of local community performances and events.
4. Undertake front of house responsibilities when required, such as box office and candy bar attendance including projectionist duties.
5. Foster the relationship with the Charters Towers Friends of the Theatre, to value add to the services provided by the World Theatre.
6. Manage the expenditure of the Events and World Theatre functions ensuring expenditure is within budget allocations and provides maximum return on investment to achieve agreed community and economic outcomes.
7. Undertake reporting of events outcomes and make recommendations for future events.
8. Ensure processes and protocols are in place for the World Theatre's compliance with relevant legislation and Council policies to manage and mitigate risks.
9. Proactively develop and strengthen partnerships and networks within the local community.

POSITION DESCRIPTION

10. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Supervisors also have obligations to ensure consultation takes place for issues and changes that may impact safety.
11. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated experience in event or theatre management with well-developed management skills.
- Proven understanding of budget monitoring and financial performance techniques.
- Well-developed written and verbal communication skills, including the ability to liaise and negotiate with a wide range of people at all levels.
- Proven organisational skills and ability to determine work priorities to meet deadlines and manage time effectively.
- Proven ability to work under minimum supervision and within a team setting.
- Demonstrated ability to supervise staff and make decisions regarding staffing needs at peak and low patronage periods.
- Proficient in Microsoft Office applications (Excel, Word, PowerPoint).
- Working knowledge of online ticketing software, cash floats and balancing.
- Well-developed customer service skills.
- Demonstrated understanding of marketing activities and proficiency in social media channels.
- Availability to work nights and weekends.
- Ability to exercise judgement and initiative where procedures are not clearly defined.

| Education/Qualifications |

Essential:

- Tertiary qualifications in a business, event management or marketing related discipline and/or significant relevant demonstratable experience.

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

This position is primarily an indoor role and requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone. This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

POSITION DESCRIPTION

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

Chief Executive Officer: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____