
	Events Officer Role Description				
		Community and Culture				
	Incumbent	Vacant				
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	Manager City Culture	Steve Harris				
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	Chief Executive Officer	Ian Nelson				
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Position Number:	Review Date: June 2024
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Community and Culture Group Objectives:

The Community and Culture Group has primary responsibility for managing and leading council's community and cultural services including but not limited to City Culture, Community Wellbeing, Access and Inclusion, Community Volunteer Services, Children's Services [Early Learning, Outside School Hours Care, and Family Day Care] and Youth Services.

City Culture team:

The City Culture team is part of the Community and Culture group. The purpose of the team is to enhance and increase the opportunities for all people in the community to participate in cultural activities by:

- reviewing and implementing the City's Cultural Arts Plan;
- facilitating opportunities for the use of the Rosny Farm complex;
- continuing to develop partnerships with arts organisations and businesses;
- working with other groups within the Council in developing and implementing plans that recognise and celebrate our cultural diversity (including the community events program); and
- assisting with implementation of the Cultural History Plan.

Essential Duties and Responsibilities

The City Culture Team includes the Manager City Culture and a team who work across gallery based and city events operations. All team members have a positive and flexible approach to work. This position will be joining a small multi-disciplinary team.

The Events Officer will support the City Culture Team by:

- working collaboratively with the City Culture team, contributing towards the planning and delivery of an annual program of city events and festivals.
- liaising with internal personnel, external contractors, performers, artists and community organisations, volunteers, to facilitate the creation of, and support for, events across the city.
- administrative tasks associated with the good management of the events program including processing forms and managing invoicing for performers and other subcontractors, within the Council finance system.
- Under the direction of the event manager, work to support the management and reporting requirements at nominated city events including:
 - Contributing to site staff coordination and supervision.
 - Contributing to compliance and risk management practices.
 - Contributing to the overall support of site contractors.
 - Contributing to the overall support of event volunteers.

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All Employees must:

- comply with all reasonable and lawful directions.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace.
- comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:
 - Customer Service Framework and Charter.
 - Procurement Policy and Code for Tenders and Contracts.
 - Fraud Policy.
 - Workplace Behaviour and Code of Conduct Policies.
 - Work Health and Safety Policy and Procedures.
- perform all duties to the best of their ability at all times.

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as valued members of our community.

We have zero tolerance to child or youth abuse and harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

Organisational Relationship

The Events Officer is a member of the Community and Culture group and reports to the Manager City Culture.

Salary

The salary range for this position is Pay Point 8 to 12.

Selection Criteria

Essential

- Well-developed organisational skills including experience in coordinating the delivery of concurrent projects and tasks with conflicting deadlines; be self-motivated and work with limited supervision.
- Knowledge of the music, events and arts industries.
- Demonstrated initiative and the ability to solve problems under pressure.
- Well-developed administrative skills, with attention to detail when completing tasks.
- High-level written communication and interpersonal skills; the ability to communicate with a range of people; and team focussed.
- Demonstrated experience in the management of and use of risk management procedures and methodologies relating to public events.
- Current drivers' licence.
- Ability to undertake regular out of hours work, including weekends and public holidays, as required.
- Experience in Events Management or similar.

Desirable

- Qualifications in Events Management or Project Management.
- An understanding of local government processes, including the application of community development principles.
- Ability to lift and carry equipment up to 15 kg and to work at heights.
- Intermediate knowledge of events technical equipment and lighting systems.

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO