

POSITION DESCRIPTION

POSITION TITLE: Events Coordinator (0.6-1.0 FTE)

REPORTS TO: Events Manager

POSITION SUMMARY:

Events are the lifeblood of Variety- the Children's Charity as they enable Variety to fundraise and make a difference to kids in need. The Events Coordinator is an integral part of the team supporting Variety's array of in person and online events. This is a varied role at the heart of the organisation. Ideal candidates will be helpful, highly organised with strong attention to detail, love people, efficient systems and making a difference to kids.

POSITION:

Key Responsibilities	Major Activities
Event Planning and Production including:	<ul style="list-style-type: none"> Assist in the end to end event planning, coordination and production of Variety's calendar of online and in person events in consultation with Event Manager. Coordinate the collection, collation and storage of event participant information in a timely manner Manage ticketing and record keeping for events including CRM Help coordinate volunteers, casual staff and contractors involved in event production Assist the in the administration of all Variety events including ticketing and record keeping.
Event Communication including:	<ul style="list-style-type: none"> Assist in producing the monthly Variety Events newsletter Assist in producing events collateral and information packs Ensure personal Thank you letters at the end of the event
Event Fundraising including	<ul style="list-style-type: none"> Support Variety events to optimise fundraising potential by inspiring and helping event participants with their fundraising goals Help procure donated goods and services for fundraising events and activities.
Team involvement and organisation culture	<ul style="list-style-type: none"> Actively embrace and demonstrate commitment to the organisational values. Develop and maintain supportive and collaborative relationships within and between work teams. As part of a nimble team, get involved and assist in activities as needed.

KEY SELECTION CRITERIA:

Criteria	Detail
Organisational Fit	<ul style="list-style-type: none"> Passion for making a difference to kids and their families Ability to work constructively and collaboratively in a team environment Willingness to actively participate in all Variety activities Demonstrable emotional intelligence, empathy and strong interpersonal skills

	<ul style="list-style-type: none"> • Reliable and hardworking, with high levels of enthusiasm and energy • Excellent problem-solving skills with strong attention to detail
Knowledge and Experience	<ul style="list-style-type: none"> • Tertiary degree in a relevant discipline and/or relevant equivalent work experience • 2-3years experience within the events sector managing venue, concept theming, guest relations and ticketing for corporate events. • Exceptional attention to detail • Able to work autonomously with experience in ticketing platforms preferably Trybooking • Excellent verbal communication and interpersonal skills
Other requirements	<ul style="list-style-type: none"> • Current Victorian Driving Licence • Current Working with Children's Check • Federal Criminal History Check • Occasional out of office hours work and interstate travel may be required

POSITION DESCRIPTION ACCEPTANCE

Employee Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____