

Senior Events Specialist

Status:	Full-time, Ongoing		
Salary:	Level 6.1 \$96,969.60 per annum + 10.5% super + salary sacrifice option		
Reports to:	Marketing, Communications and Events Manager		
Direct Reports:	n/a		
Department:	Marketing, Communications and Events		
Location:	Brisbane		
Creation Date:	13 December 2022	Review Date:	13 December 2024

OUR ORGANISATION

Since 1998, Multicultural Australia has worked to advance multiculturalism in Australia and build communities where everyone belongs. Our clients and communities are at the heart of everything we do, and we are passionate about providing care and service that meets the specific needs of individuals and communities.

We have welcomed tens of thousands of individuals from refugee, asylum seeker, international student, and migrant backgrounds in Queensland – with the goal of creating a more equitable and prosperous society.

We help new Queenslanders settle into their new lives, build connections in their communities, find work and study opportunities, learn new skills and to feel at home. We also work with individuals, communities, business, and government to contribute to building a more welcoming Queensland through advocacy, cultural training, and community events.

These initiatives serve to bring people together, foster understanding and recognise the valuable contribution that new arrivals and migrants make to Queensland.

OUR MARKETING, COMMUNICATIONS AND EVENTS TEAM

The Marketing, Communications and Events team drive projects that are changing the conversation about migrant and refugee communities and advancing multiculturalism in Queensland. The team play an important role in delivering a high level of service to internal clients to drive external impact.

Our events exist to create welcome for new Queenslanders, showcase the economic and cultural contribution of multicultural communities in our neighbourhoods, cities, regions, and state, and engage the wider public on the benefits of diversity and inclusion. The team delivers Multicultural Australia's major events - LUMINOUS and MOSAIC - along with several smaller events that tell the stories of our clients and communities in creative ways.

The Senior Events Specialist leads the planning and delivery of Multicultural Australia's events in line with the organisation's strategic plan.

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The Senior Events Specialist works closely with the Events Specialist, Marketing, Communications and Events Manager, Office of the CEO and Community Development team, to deliver events that are culturally informed and contribute to creating a sense of belonging for individuals of culturally and linguistically diverse communities.

PRIMARY RESPONSIBILITIES

- Manage event related projects from concept to completion.
- Manage the collection of deliverables and milestones for each event in line with Agile practices.
- Plan, deliver, evaluate, and report on Multicultural Australia events in line with key event deadlines.
- Coordinate grants and sponsorship contracts and manage the human and financial resources required to delivery major events.
- Collaborate with internal stakeholders (Marketing, Communications and Events team members, Community Development team, Cultural and Volunteering Services Manager, and the Office of the CEO) and external stakeholders (suppliers, contractors, funding bodies, etc) to deliver events.
- Develop and manage event surveys, report key data and insights, and engage in results based decision-making with a focus on continuous improvement.
- Develop and implement an agreed annual calendar of events that align with the strategic pillar of changing the conversation and advancing multiculturalism.
- Manage the risk, health and safety requirements, site and program logistics, event content programming, venue hire and management of artists, presenters, contractors, volunteers, event crew and service contractors, and photographers.
- Prepare event reports and acquittal reports for funders, sponsors and other stakeholders.
- Oversee the work of events team members, ensuring appropriate tasks and briefings are given.
- Prepare funding and sponsorship applications for events, ensuring alignment with the major events purpose.
- Liaise with teams across Multicultural Australia to effectively plan, promote and manage major events, including facilitating a strong engagement of clients and communities.
- Coordinate event planning meetings, liaison with government and other key stakeholders and service providers, review and update event operational plans, site maps, event permit applications.
- Lead the engagement and management of stall holders, exhibitors, activity providers, workshops facilitators and other festival program and signage.
- Coordinate community group involvement and consultation, coordinate stage management personnel and volunteers in consultation with the Cultural and Volunteering Services Manager.

In addition to the duties listed above all Multicultural Australia staff are expected to:

- Respect and abide by the vision, mission and values of the organisation;
- Ensure that their conduct is consistent with provisions of the Multicultural Australia Code of Ethics and Conduct;
- Comply with the provisions of relevant Multicultural Australia policies and procedures;
- Comply with the provisions of Multicultural Australia's Workplace Health and Safety framework including policies, procedures and safe work systems that relate to their role, program area or

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Multicultural Australia as a whole. Information and training will be provided to successful candidates;

- Carry out general administrative functions related to their role and to the effective and efficient functioning of Multicultural Australia as a whole. This will include the use of computer-based calendar and information management systems.

Induction training relating to policy and procedures, workplace health and safety and Multicultural Australia administrative systems will be provided to successful candidates on appointment. Additional training in relation to IT systems and software will also be provided to successful candidates where necessary. And all other duties associated with the position as instructed by the Executive Manager Partnerships and Events.

REQUIRED QUALIFICATIONS, CAPABILITY, AND EXPERIENCE

Qualifications, licences and probity

1. Demonstrated high level and substantive experience in Event Management, Project Management, Service Delivery, Events & Hospitality or related discipline;
2. Valid Queensland Driver's Licence;
3. Possession of a current, paid Working with Children's Blue Card in accordance with the *Commission for Children and Young People and Child Guardian Act 2000*, and
4. National Police Clearance Check.

Essential Skills / Experience

1. Relevant tertiary qualification or demonstrated equivalent experience in Event Management, Project Management, Service Delivery, Events & Hospitality or related discipline.
2. Demonstrated knowledge and experience in project and event planning, management, delivery and reporting.
3. Well-developed interpersonal and communication skills with the ability to communicate with a range of stakeholders and partners including but not limited to government, corporate, community, media, contractors and sponsors.
4. Demonstrated knowledge and experience in submitting and managing contracts and grant agreements including acquittal reporting, budgeting and financial management, stakeholder management, and project management.
5. Experience in coordinating events including risk management, site and program logistics, event content programming, venue hire and management of artists, presenters, contractors, volunteers, event crew and service contractors.
6. Sound judgement to make decisions in line with organisational policies and procedures when working in a fast-paced environment.
7. Detail-oriented, with strong time management and project management skills and the ability to multitask and manage competing deadlines.
8. Demonstrated ability to prioritise workload, work independently and take initiative in collaboration with teams across Multicultural Australia.

Desirable Skills / Experience

1. Experience working in the Agile framework.
2. Experience with IT and systems relevant to the planning and management of events.
3. Experience of working with people from culturally diverse backgrounds, particularly migrants and refugees.

WHO WE ARE

Why do we exist?

Our purpose

Multicultural Australia exists to create a welcoming, inclusive, and economically stronger community. This is an agenda shared with many others. Our part is to ensure that everyone is included, skilled and thriving. We are passionate about promoting positive conversations about inclusion.

Our Vision

A trusted Queensland not-for-profit, creating welcome and inclusion for new arrivals. Exceeding stakeholder expectations by delivering exceptional services, working with others to solve big issues and driving innovative projects that make a real difference.

Our Values

We are fiercely committed to human rights and demonstrating our values in our daily work. We show up for one another, we are faithful to our client's aspirations and we solve problems by finding the Third Way. We are ethical and strive for impact. We pride ourselves on being an organisation with the grit needed to effect real change.

What do we do?

Since 1998, Multicultural Australia (formerly Multicultural Development Australia) has been welcoming refugees, people seeking asylum, international students and other new arrivals to Queensland with the goal of creating a fairer more prosperous society for all Queenslanders.

We support thousands of newly arrived people every year, including refugees, international students, people seeking asylum and migrants. We help them to settle into their new lives, build connections in their communities, find work and study opportunities, learn new skills and feel at home.

We also work with individuals, communities, business and government to help build a more welcoming culture through advocacy, cultural training, community events, employment, youth programs, sports and arts inclusion programs to advance a diverse, inclusive and multicultural community.

We have worked hard to advance multicultural Australia and build communities where everyone belongs. Developing inclusive and prosperous communities, changing the conversation and keeping fit for the future are the strategic pillars that highlight why we exist. They underpin what we do – our services, partnerships and business. Ethical leadership and deep collaboration with community is at the heart of how we work – our culture and practice.

HEALTH, SAFETY & WELLBEING FUNDAMENTALS

Multicultural Australia employees are considered safety leaders and are expected to contribute to a culture that supports health, safety and wellbeing of all staff, clients and stakeholders.

- We will all take appropriate action to prevent harm.
- We will never accept or condone work practices that impact on the health, safety and wellbeing of others.
- When identifying risk, we will mitigate where possible and report where appropriate.

QUALITY MANAGEMENT

Multicultural Australia are committed to quality assurance and continuous improvement. Everyone as part of their role must:

- Comply with policies, systems and procedures.
- Actively participate in identifying opportunities to improve our work.
- Communicate, clarify, commit to, and contribute to quality initiatives.

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read, understand, and accept its contents			
Position Holder Name:			
Signature:		Date:	/ /
Manager's Name:			
Signature:		Date:	/ /
<i>The purpose of a position description is to provide a summary of the position that can be used to assist in a number of management activities including recruitment, induction, training, performance management, job evaluation, and job design. Position descriptions are supported by, and should be read in conjunction with, other Multicultural Australia documents such as letters of appointment, policies and procedures, codes of practice and any other materials that provide details about what is to be achieved and how the position is to be performed. A position description is only a summary of the typical functions on the position, not an exhaustive list of all possible responsibilities, tasks and duties. The responsibilities, tasks and duties of the incumbent may differ from those outlined in the position description or other duties, as assigned, might be part of the job. As many position evolve over time, position descriptions may be reviewed and updated.</i>			

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