

## Event and Exhibition Manager

### Position Description

Foundation and Friends of the Botanic Gardens

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<b>Position Title:</b>	Event and Exhibition Manager
<b>Reporting To:</b>	CEO
<b>Direct Reports:</b>	Event and Marketing Officer and Event Officer
<b>Employment Status:</b>	1.0 FTE (37.5 hours per week)
<b>Remuneration:</b>	\$100,000 per annum (negotiable), exclusive of superannuation
<b>Location:</b>	6 Mrs Macquaries Road, Royal Botanic Gardens, Sydney

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### Foundation and Friends of the Botanic Gardens

Foundation and Friends of the Botanic Gardens (Foundation & Friends) is a not-for-profit organisation that builds the community that supports the growth, sustainability and impact of the Botanic Gardens. This includes the Royal Botanic Gardens Sydney, the Domain, the Australian Botanic Gardens Mount Annan, and the Blue Mountains Botanic Gardens Mount Tomah.

The recently renewed vision of Foundation and Friends is for 'a thriving, connected community that leads fundraising and philanthropy to help the Gardens realise their vision'. That is the people, communities, institutions and industries are informed and inspired by our Botanic Gardens, public spaces and the Australian Institute of Botanical Science. We aim to motivate them to recognise the importance of plants in their lives and to support their conservation.

It is an exciting time to be joining the team at the Foundation & Friends as a new 5-year transformative strategic springboard has just been finalised with the Board supportive of investment for future growth to enhance its support of one of Australia's oldest cultural institutions.

### The Purpose of the Position

The primary purpose of this role is the planning, production and delivery of events, exhibitions and associated activities for Foundation & Friends' members, donors and volunteers. These events are designed to engage our active and passionate community, as well as attract new support for the

organisation and the Gardens. The events and exhibitions are important sources of income for Foundation and Friends.

Key events that are delivered by this role include:

- Members' New Year's Eve Picnic (3,000 people), the organisation's largest fundraiser
- Signature art exhibitions including:
  - o Artisans in the Gardens
  - o Botanica
  - o Special one-off exhibitions (For example: On the Edge / Species at Risk).
- Donor and member events and activities (include talks, classes, seminars, dinners, awards etc).

In addition to events run by Foundation & Friends are those held in conjunction with the Botanic Gardens of Sydney.

The manager will lead a small event and exhibition team to facilitate and drive the event schedule supported by our committed volunteers and the staff team.

This role will require energy, charisma, and a strong ability to juggle multiple tasks showing an eye for detail. You will also have an opportunity to show your creativity in improving the design of our ongoing events and creating new special events in accordance with the strategy.

## **Main Responsibilities**

### **A. Events**

- Facilitate and drive ideas, design, and the development of detailed event plans, running orders and bump-in / bump-out schedules for events and activities, and their implementation
- Manage and coordinate event logistics to ensure professional implementation from bump in to bump out. This includes booking and confirmation of presenters, artist and guests, venue hire, catering, other supplier liaison, set-up (including audio and other equipment), online event booking system (ThankQ) and developing an evaluation survey for each event
- Identifying and solicit sponsorship, pro-bono or in-kind support for events, as well as support broader sponsorship arrangements
- Identify, develop briefs and service agreements for third party contractors and suppliers for events
- Reporting, risk management and financial management including developing and monitoring the budgets for events and exhibitions in conjunction with Business and Finance Manager
- Ensure all your events and exhibitions meet contractual, sponsorship agreements, statutory, and work, health and safety requirements
- Assist the volunteer sub-committees and staff to help identify events and exhibitions that will be of interest to existing and potential members/donors.

## **B. Exhibitions**

- Deliver the annual schedule of exhibitions, including the signature *Artisans in the Gardens*, in line with organisational strategy and annual plan
- Work with the volunteer curators to support selection of artists, as well as soliciting and appropriate pricing of artworks
- Work with volunteer curators on the overall co-ordination, presentation, and professional preparation of the exhibitions, including liaison with artists
- Work with the curator, volunteers and relevant staff to supervise exhibitions, including sales process, inventory monitoring, commission of art works and return of unsold items.

## **C. Human Resources**

- Line Manager of the Event and Marketing Officer and Event Officer
- Manage the volunteers assigned to your events and activities with the support of the Volunteer Coordinator
- Manage relevant third-party contractor/s and temporary staffing.

## **D. Volunteer Engagement**

- Determine the volunteer requirements of your events and activities and assist the Volunteer Coordinator in preparing position descriptions, recruitment, briefing sessions and scheduling.

## **E. Marketing and Communication**

- In conjunction with the Communications and Marketing Manager develop and implement the marketing and communication plan for all events, exhibitions and activities.

## **F. Other Duties**

- Deliver post-event evaluations and assist in annual planning
- Work with the Botanic Gardens Sydney on joint events, activities and initiatives as required
- Support and assist in other projects and events as required by the CEO (or delegate) from time to time.

<b>Key Responsibilities (estimate only)</b>	<b>%</b>
Project Management (of events and exhibitions)	60%
HR Management	20%
Volunteer Coordination	10%
Marketing (and PR)	10%

## **Competency Profile**

The skills/competencies required to fulfil this role are set out below:

### **Essential criteria**

- Qualifications and/or a high level of relevant experience in events, and/or marketing, or a related discipline
- At least 3-5 years demonstrated experience working in events and/or marketing environments - fields of environment and/or cultural institutions an advantage
- Excellent planning, delivery, and coordination of projects in a multi-task environment with an eye for detail and responsive problem solver
- Demonstrated computing skills including database and excel reporting and analysis
- Strong interpersonal skills, with ability to interact professionally with a diverse group of people, including volunteers
- High standard communication skills (writing and verbal), including with the public
- High knowledge or/and experience of budgeting and risk management for events
- Positive, engaging, and approachable attitude.

### **Desirable Criteria**

- Have had experience in paid or voluntary work for a not-for-profit organisation, especially within environment or cultural institutions
- Worked within a membership culture and environment
- Shows knowledge and/or experience in event fundraising or other forms of income generation.

### **Relationships**

- Reporting to the Chief Executive Officer
- Line Manage Event and Marketing Officer and Event Officer and responsible for relevant third party
- Work closely with the Communications and Marketing Manager, Volunteer Coordinator, Head of Fundraising, Business and Finance Manager, artists, horticulturalists, and volunteer leaders
- Key internal relationships other staff, Board, members, donors and volunteers
- Key external relationships include third-party contractors and suppliers, staff, and volunteers of the Botanic Gardens of Sydney.

## **Other Relevant Information**

### **Eligibility**

To be appointed to this position you must be an Australian/New Zealand Citizen, or an Australian Permanent Resident currently residing in Australia.

### **Terms**

- Remuneration as determined by non-profit benchmarking in line with Foundation & Friends policies and procedures
- Super guarantee of 10.5% (11% from 1 July 2023) of base annual salary
- Incidental expenses covered
- Discounted parking and cafés at the Botanic Gardens of Sydney
- Professional development is supported
- Working at one of Australia's most beautiful locations.

### **Hours of work**

- 1.0 FTE (37.5 hours per week, exclusive of meal breaks)
- Flexible working hours offered. Position requires the ability to work regularly out of normal hours, including on weekends.

### **Place of work**

- 6 Mrs Macquaries Road, Royal Botanic Gardens, Sydney
- The role is to be undertaken between the office of and working from home. The balance of between office based and work from home will be developed to meet the organisation's needs through discussion with the CEO.

### **Performance Appraisals**

Performance review and career development discussions take place regularly.

**Acceptance of position description**

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties related to the Event and Exhibition Manager may be assigned that are not listed in this position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

CEO Signature \_\_\_\_\_ Date \_\_\_\_\_

Probation review date:

Annual review date: