

**Who we are:**

[The Equity Foundation](#) is the professional development arm of MEAA Equity, the union for Australian and New Zealand performers. MEAA Equity is 85 years old this year and has over 6,000 performer members.

The Equity Foundation is the region's leading provider of professional development programs tailored to the unique needs of performers. The Equity Foundation strives to build and sustain performers' careers, recognise artistic excellence, create a diverse and inclusive industry and harness performers' talent for community programs. Every year the Equity Foundation delivers more than 150 free master classes, workshops, film screenings, in conversations, international scholarships and on set internships free of charge for MEAA Equity members.

Our mission is to assist, educate and inspire performers.

Position

The Equity Foundation is wishing to appoint a part-time Event and Marketing Co-ordinator for a period of six months to assist with running of their prestigious annual awards and extensive professional development program. This role will involve event management skills as well as marketing, social media and communications capabilities.

Events and Marketing Co-ordinator (Part Time – 0.6 FTE), Fixed term 6 months

This role is based in Sydney for a period of three days per week (22.8 hours) from March, 2024 for a period of six months. This position will assist the National Events and Awards Manager and report to the Deputy Chief Executive.

The role will involve:

- Overall delivery of the annual Awards program with partners and industry bodies
- Excellent administration skills including excel management, Canva, PowerPoint, video packages and word press.
- Managing two-tiered judging process.
- Managing a detailed guest list database.
- Widespread marketing of events to industry and MEAA Equity members.
- Creation of event videos, scripts and PowerPoints.
- Talent liaison and management.
- Assistance with other Equity Foundation events when required.
- Promotion of Equity Foundation events on social media.

- Promotion of Equity Foundation vents and initiatives via direct email.
- Maintaining a strict event budget.
- Creating detailed event reports for all event partners and sponsors.

About you

Our desired candidate is highly organised and efficient, positive, works well both independently and collaboratively, has excellent time management and interpersonal skills.

You will have excellent written and verbal communication skills, social media and website capabilities, the ability to demonstrate initiative and resolve issues quickly and an interest in diversity and the arts together with a commitment to the not-for-profit sector.

A background in producing or event management would be looked upon favourably.

For further information about the Foundation go to www.equityfoundation.org.au

Please send your resume to Jen O'Brien at jobs@meaa.org by close of business Friday 15 March 2024.