

POSITION DESCRIPTION

POSITION TITLE:	STEM Programs Events Coordinator
APPOINTMENT:	Part Time 0.7 (Fixed Term)
REPORTS TO:	Engagement Manager. Director, Strategic Engagement provides leadership to the team.
WORK TYPE:	ATSE Work – Category B
LOCATION:	ATSE's office is located on Ngunnawal Country in Canberra.
HOURS:	9am – 5pm

ORGANISATIONAL CONTEXT

The Australian Academy of Technological Sciences and Engineering (ATSE) is a Learned Academy of independent experts helping Australians understand and use technology to solve complex problems. Comprised of over 900 Fellows, the Academy is an independent, non-government, not-for-profit organisation at the forefront of proposing technology powered and human driven solutions to issues such as climate change, the COVID-19 pandemic and building a more diverse STEM workforce ready for the future.

OUR CULTURE

ATSE is a for-purpose, values-driven employer that embraces diversity and offers a safe and inclusive work environment for all.

ROLE PURPOSE AND RESPONSIBILITIES

The STEM Programs Events Coordinator works collaboratively with the STEM Careers team to successfully deliver a range of in-person and virtual events aligned with organisational, program and engagement strategic goals. Working closely with internal and external stakeholders, Fellows, suppliers and the wider ATSE team, the role provides guidance to ensure programmatic events are effective, impactful, engaging and are financially sustainable.

Key accountabilities of the role include:

- Role-models and upholds ATSE's values, and supports a thriving, respectful and inclusive workplace culture in which all staff are enabled to contribute and achieve.
- Collaborates with the STEM Career team providing guidance to develop a planned programmatic events calendar to create a cohesive, streamlined and engaging suite of events that support programmatic, engagement and organisational objectives.
- Develops and provides analysis and reporting on event outcomes with appropriate recommendations for improvement to amplify visibility and participation.
- Support a universal streamlined event process from event conception to execution, to improve the attendee experience and maximise financial sustainability.
- Delivers a timely and responsive service to event enquiries and stakeholders.
- Provide event marketing support including website listing, and digital in collaboration with the Communications team.
- Develops online artefacts to support event administration, ticketing and on the day technical support.
- Follows procurement protocols, developing clear information trails to support contractual sign-offs.

ATSE

- Works collaboratively with ATSE staff across all teams and the ATSE ecosystem to add value to the internal and external perception of ATSE's work via promotion, communication, and advancement of Academy programs, outputs, and activities.
- Other duties as required to support role and organisational objectives.

OTHER JOB RELATED INFORMATION:

- Occasional out of office hours work may be required.
- Some interstate travel is required.