


Position Title	Manager - Events	
Division / Department	Student Services, Bentley Campus	
Position Number	2207	
Salary Agreement/Award	Curtin Student Guild Enterprise Agreement	
Position Classification	Level 6	
Nature of Employment	Full-Time	
Reporting Structure	This position reports to General Manager - Student Services (GM) or alternate role nominated by the Managing Director	
	Positions reporting to this position Events Coordinator Event Support Assistant Events Staff (<i>or relevant similar title</i>)	
Our Mission	To enrich the student experience through a strong student voice and inclusive services, whilst fostering a vibrant and fun community.	
Our Vision	To be the leading and most trusted, independent, student-run organisation in Australia, that is highly valued by our students, the broader sector and community.	
Our Values	Autonomy Equity Accountability Community Sustainability	
Purpose of Position	<p>The Manager – Events is responsible for leading, managing, and actively participating in the planning, coordination, and delivery of high-quality student events that enhance engagement, belonging, and campus culture within the Curtin University Student Guild.</p> <p>This role oversees a team dedicated to delivering safe, inclusive, and engaging events while also performing operational duties, such as on-the-ground event coordination and supervision. The position plays a key role in fostering a vibrant campus environment, ensuring compliance with health and safety requirements, and contributing to the strategic priorities of the Guild.</p> <p>The Manager is also responsible for strategic planning, staff leadership, stakeholder engagement, risk management, and ensuring that the department operates in accordance with relevant legislation, university & Guild policies, and best practice standards.</p>	

KEY DUTIES AND RESPONSIBILITIES

Responsibilities may include but are not limited to:

1. Leadership and Strategy

- Lead, manage, and support the Events team, including event coordinators, support staff, and volunteers as applicable.
- Support the GM develop and implement the strategic direction of the Events portfolio in alignment with the Guild's mission, engagement goals, and campus culture priorities.
- Support the GM with the management of the departments budget, resourcing, and management reporting.
- Support the GM to monitor and evaluate service delivery performance and implement improvements where necessary.
- Develop and foster strong internal relationships with the Management Team, other portfolios and student representatives/officers.
- Actively participate in the Management Team and contribute to the development of organisational policy and procedure.
- Develop and maintain strategic relationships and partnerships with the University, external partners, and the broader community.
- Manage the division in a manner consistent with and contributing to the broader needs and goals of the Guild.
- With the GM, responsible for risk management of Events operations.

2. Event Planning, Delivery, and Operations

- Oversee the planning, coordination, and delivery of student events, ranging from large-scale festivals to smaller recurring activities.
- Actively participate in operational delivery, including on-the-ground event management, setup, supervision, and post-event processes.
- Ensure events are safe, accessible, inclusive, and aligned with the Guild's values and strategic priorities.
- Prepare and implement comprehensive risk assessments and event management plans, ensuring compliance with legislation, health, and safety requirements.
- Manage required permits, liaise with local government, and engage relevant authorities.
- Coordinate external suppliers, contractors, and service providers as required for successful event delivery.

3. Policy, Compliance, and Governance

- Ensure compliance with all relevant legislation, university policies, and Guild procedures in the planning and execution of events.
- Contribute to the development of event-related policies, governance frameworks, and operational procedures.
- Represent the Events department in relevant committees, forums, and working groups relating to campus events and engagement.

4. Stakeholder Engagement

- Develop and maintain strong relationships with students, student representatives, university staff, board members, and external partners.
- Advocate for diversity, equity, and inclusive engagement through all events and initiatives.

5. Staff Management and Development

- Recruit, train, supervise, and support event staff.
- Conduct regular performance reviews and facilitate professional development opportunities.
- Foster a positive, collaborative, accountable, and supportive workplace culture.

- Oversee timesheet, scheduling, and leave management of team members as directed by the Managing Director (or Nominee).

6. Reporting, Evaluation, and Continuous Improvement

- Maintain accurate records of event planning, participation, and outcomes.
- Prepare reports, evaluations, and insights on event performance, student engagement trends, and emerging opportunities.
- Use data and feedback to improve event delivery, efficiency, and strategic planning.
- Keep informed of industry trends and best practices to inform continuous improvement.
- Perform other duties as directed by the Managing Director (or Nominee), aligned with the scope of the role.

CRITERIA

Qualifications	<p>Tertiary qualification in event management or related discipline, or equivalent experience.</p> <p>Must have or be willing to obtain Food Safety Supervisor certification for safe food handling obligations, if deemed required.</p>
Knowledge, Experience and Skills	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrated experience leading and managing teams, including staff and volunteers • Proven ability to plan, coordinate, and deliver events of varying scale, including hands-on operational involvement. • Experience in strategic planning, budget management, and operational oversight for an events portfolio. • Knowledge of risk management, health and safety compliance, and relevant legislation. • Strong stakeholder engagement and communication skills • Ability to manage multiple projects and competing priorities effectively. • Knowledge of policy development, governance, and event-related compliance. • Ability to drive innovation and continuous improvement in events and service delivery. • Proficiency with event management and administrative software. <p>Desirable</p> <ul style="list-style-type: none"> • Experience working in a university or student services environment. • Skills in marketing, promotion, and student engagement initiatives.
Uniform Requirements	<ul style="list-style-type: none"> • Office Attire, neat smart casual attire • Uniform may be prescribed for service delivery requirements - to be laundered by you and always of a high standard.
Other relevant job information	<ul style="list-style-type: none"> • The occupant may be required to work specified hours to suit the needs of the business. • The occupant may be required to work non-standard hours to suit the needs of the Guild's business activities and that of their team.

WORK REQUIREMENTS

- National Criminal record check
- Other licences and certifications as and when required for the role
- A level of fitness commensurate with the position, pre-employment medical exam may be required
- Ability and capacity to work outside of normal office hours when required

COMPLIANCE AND LEGISLATIVE REQUIREMENTS

Guild Values and Code of Conduct:

You must commit to and uphold the Guild's Mission, Values and Code of Conduct. For more information please visit [here](#).

Occupational Safety and Health

At the Guild, safety is the responsibility of all staff. All supervising staff and managers are obliged to ensure the Guild's safe systems of work are being applied in areas under their control. You are expected to comply with these safety systems and follow reasonable directions given in relation to workplace safety and health. Acting in a manner which puts you or others at risk of serious injury or illness may lead to you becoming the subject of disciplinary action.

Diversity, Equity, Equality and Fairness

You are expected to value and celebrate diversity, and to:

- Cultivate a community which enables its members to achieve their full potential
- Embrace, promote and celebrate diversity within our Community and ensure equality of opportunity

You must familiarise yourself and comply with all other Guild policies, procedures and legislation relevant to this position.