



POSITION DESCRIPTION

Position Description

Senior Event Coordinator, Special Projects

Purpose of the position

Contribute to the successful staging of SATC sponsored events by the coordination of key delivery components of LIV Golf Adelaide, AFL Gather Round and other key major events sponsored by SATC including the development and management of external activations including sourcing, quoting, contracting, and on-event requirements.

The Senior Event Coordinator will also support the delivery of other SATC managed events as required, and in coordination with key stakeholders.

Position Title:	Reports to:	Position Classification:
Senior Event Coordinator, Special Projects	Special Projects Manager	ASO5 Non-Executive 12-month Contract
Group / Unit:	Location:	Direct reports:
Events	Level 9, SA Water House, 250 Victoria Square	NIL

Our Values



GO BOLDLY

We thrive on taking risks and enjoy stepping outside our comfort zone.



DIG DEEPER

We never settle for simply scratching the surface. We're hungry for knowledge, fresh ideas and innovations.



CAN DO

We believe there's nothing we can't do as a team.



SHARE THE LOVE

We have a passion for excellence and exceeding expectations.

Essential Criteria

QUALIFICATIONS

- Degree in event management, tourism, sport and recreation and / or business

SKILLS, EXPERIENCE AND KNOWLEDGE

- Demonstrated experience in coordinating major events or festivals
- Knowledge of the Event practices of South Australian and Australian festivals
- Well-developed budgeting skills
- Demonstrated experience in project management and understanding of project management practices
- Demonstrated experience in event program coordination and scheduling
- Proven ability to communicate effectively, both verbally and in writing, with people at all levels
- Ability to represent SATC in a professional capacity.
- Proven ability to work effectively in a team environment and independently, with minimal supervision
- Proven ability to work effectively under pressure, determine priorities and organise workloads to meet deadlines
- Computer skills, preferably in using Microsoft Office, Word and Excel
- Experience in administration, including filing systems and office procedures
- Coordinating promotions, displays, exhibitions, or other projects requiring attention to detail
- A personal commitment to quality customer orientated service including the ability to recognise market and customer needs
- Taking minutes and preparing agendas

Desirable Criteria

QUALIFICATIONS

- First Aid Certificate

SKILLS, EXPERIENCE AND KNOWLEDGE

- Demonstrated experience in programming and delivery of festival programs
- Thorough understanding and experience working in major sporting events nationally and internationally
- Proven people management skills
- Proven ability to be self-motivated and achieve measurable outcomes
- Knowledge of business systems
- Excellent negotiation skills
- Ability to work to timelines in high pressure environments
- Develop and deliver new creative concepts
- Excellent communication skills, written and verbal
- Understanding of the events industry
- Knowledge of the roles and the functions and the objectives of Events South Australia

- Knowledge of the tourism industry and the objectives of the South Australian Tourism Commission
- Knowledge of public relations and how the media operates
- Knowledge of event marketing principles

Competencies	
PROJECT MANAGEMENT	The ability to plan and schedule a medium to large size project; to involve and allocate appropriate resources; and to bring such projects to completion on time and within budgeted costs.
COMMUNICATION	Speaks clearly and fluently in a compelling manner to both individuals and groups. Clear and concise written communication utilising the appropriate style and grammar for the reader.
ADAPTABILITY / FLEXIBILITY	The ability to adapt one's approach to suit changing requirements in a variety of situations, and to maintain effectiveness with different tasks & people, thereby contributing towards creating an efficient, agile organisation. Recovers from setbacks and maintains a positive outlook when faced with difficult situations.
TEAMWORK	The genuine intention and interpersonal skills to work cooperatively with others, within and across the organisation. It includes respecting others, valuing ideas and diversity, supporting the team environment, and subordinating own objectives to the objectives of the organisation or team.
TIME MANAGEMENT	Organised and efficient in own work habits; plans and priorities time effectively; has tools and/or a system in place to prioritise tasks and keep track of promised actions and important deadlines.
INITIATIVE	Takes action to achieve objectives beyond what is required. Self-starting, rather than accepting passively. Displays a sense of urgency and high energy/drive to get the job done. Anticipates problems and takes action.
ETHICS & ACCOUNTABILITY	Is honest and ethical in all actions, such that others' trust is developed and maintained; demonstrates behaviour that is consistent with the organisation's direction, values and policies.
ATTENTION TO DETAIL	Accomplishes tasks through concern for all areas involved, showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time. Establishes and maintains systems and processes which produce a consistent outcome.
COMMITMENT TO SAFETY AND ENVIRONMENT	Understands own responsibility toward safety and the environment and follows relevant organisational policies and procedures. Also establishes and maintains systems and work processes which contribute to a safe work environment.

Key Responsibilities

DELIVERY – REGIONAL ACTIVATIONS FOR AFL GATHER ROUND

- Plan, develop and manage all elements of the regional activation for AFL Gather Round to enhance the fan engagement and access to the region and contribute to the coordination of other event-related activities.
- Coordinate all correspondence between key stakeholders and activation contractor/s (as required) including AFL, Seeker, SANFL, Adelaide Oval SMA and others
- Manage, develop and coordinate compulsory documentation as required
- Coordinate with appointed contractors/companies to deliver the activation/s throughout the relevant regional areas, leading in/during, key event period.
- Manage the coordination with the Marketing, PR and broader SATC teams as well as key external stakeholders.
- Prepare necessary agreement documentation for the procurement and delivery of activations.
- Ensure Project Manager and relevant Event Executives are kept informed of the status of all contracts and planning.
- Support the Special Projects team with the delivery of activities across LIV Golf Adelaide and other ESA managed and sponsored events, as required.

PERFORMANCE MEASURES

- Activation activity is confirmed for the events, contribute to a positive experience for the consumer and support maximum exposure across the region leading in to and during the key events
- The AFL Gather Round associated activations are delivered on time, within budget and with relevant WH&S and other legislative frameworks with minimal site impact
- Timely and effective follow up on requests and correspondence with contracted companies/contractors
- Successful engagement with relevant stakeholders including AFL, SANFL, local councils and other relevant parties as required to deliver the project
- Successful execution of agreed, creative and notable activity throughout the key areas of the region promoting AFL Gather Round
- Clear and accurate documentation is prepared within policy guidelines
- Procurement and contract documentation is approved by SATC APU and acquisitions successfully implemented within critical timeframes

DELIVERY – CITY ACTIVATIONS LIV GOLF ADELAIDE

- Plan, develop and manage all elements of city activation/s for LIV Golf Adelaide to enhance the fan engagement and experience whilst visiting Adelaide for the tournament
- Coordinate all correspondence between key stakeholders and activation contractor/s (as required) including LIV Golf, 54, City of Adelaide and others as required.
- Manage, develop and coordinate compulsory documentation as required

- Manage the coordination with the Marketing, PR and broader SATC teams as well as key external stakeholders.
- Prepare necessary agreement documentation for the procurement and delivery of activations.
- Ensure Project Manager and relevant Event Executives are kept informed of the status of all contracts and planning.

PERFORMANCE MEASURES

- Activation activity is confirmed for the events, contribute to a positive experience for the consumer and support maximum exposure across the region leading in to and during the key events
- The activations are delivered on time, within budget and with relevant WH&S and other legislative frameworks with minimal site impact
- Timely and effective follow up on requests and correspondence with contracted companies/contractors
- Successful engagement with relevant stakeholders including LIV Golf, 54, local councils and other relevant parties as required to deliver the project
- Clear and accurate documentation is prepared within policy guidelines
- Procurement and contract documentation is approved by SATC APU and acquisitions successfully implemented within critical timeframes

ADMINISTRATION – AFL GATHER ROUND & LIV GOLF ADELAIDE

- Accurately maintain budget trackers with all costs relating to transport and external activations for AFL Gather Round and LIV Golf Adelaide and ensure the Special Projects Manager is kept informed of the budget position
- Maintain financial records and coordinate finance-related administration, including purchase orders, invoices, budget forecasts etc
- Coordinate meetings, prepare agendas, distribute papers, take minutes and record the outcomes as required
- Assist with the drafting of Ministerial correspondence, board reports and post event reports

PERFORMANCE MEASURES

- AFL Gather Round, LIV Golf Adelaide and other Events South Australia managed events are managed efficiently and in accordance with SATC and Government policies and practices
- Meetings are conducted efficiently with a clear understanding of the outcomes and provision of minutes and action points are done in a timely manner
- Files, correspondence and other records are handled in accordance with SATC and Government policies and practices
- Reports and other correspondence are properly researched, well drafted and prepared in a timely manner
- Financial management to agreed budget

PROJECT DELIVERY– SPONSORED

- Plan, develop and manage key projects and deliverables for other sponsored events as directed by the Executive Director Events South Australia and/or General Manager Acquisition and Development.
- Ensure any associated activities and/or activations are delivered on time, within budget and with relevant WH&S and other legislative frameworks with minimal site impact
- Coordinate all correspondence between key stakeholders and activation contractor/s (as required) including local government, relevant activation/event agencies, venue/s, event owners and others as required.
- Manage, develop and coordinate compulsory documentation as required
- Manage the coordination with the Marketing, PR and broader SATC teams as well as key external stakeholders.
- Prepare necessary agreement documentation for the procurement and delivery of activations.
- Ensure Project Manager and relevant Event Executives are kept informed of the status of all contracts and planning.

PERFORMANCE MEASURES

- Activation activity is confirmed for the events, contribute to a positive experience for the consumer and support maximum exposure across the city and/or region leading in to and during the key events
- The activations are delivered on time, within budget and with relevant WH&S and other legislative frameworks with minimal site impact
- Timely and effective follow up on requests and correspondence with contracted companies/contractors
- Successful engagement with relevant stakeholders including the event owners, local councils and other relevant parties as required to deliver the project
- Clear and accurate documentation is prepared within policy guidelines
- Procurement and contract documentation is approved by SATC APU and acquisitions successfully implemented within critical timeframes

ORGANISATIONAL CONTRIBUTION / SAFETY AWARENESS

- Adhere to SATC policy and procedures on all matters relating to health and safety.
- Ensure that SATC vehicles are maintained in accordance with SATC Motor Vehicle Policy, attend driver training, and drive according to the law and prevailing conditions.
- Follow the principles of a sustainable working environment by following organisational greening initiatives

PERFORMANCE MEASURES

- 100% commitment to Work Health and Safety (WH&S).
- 100% attendance in relevant WH&S training.
- Ensure knowledge and appropriate application of WH&S procedures and policies.

EVENT COORDINATION – EVENTS SOUTH AUSTRALIA, GENERAL

- Provide support or deliver projects for SATC owned and managed events or other significant events, as directed by Executive Director Events South Australia

PERFORMANCE MEASURES

- Projects completed in agreed timeframes

Special Conditions

- The incumbent will be required to undertake an annual performance agreement with their direct manager, using the SATC's Performance Development process.
- Take personal responsibility for understanding and complying with the South Australian Tourism Commission policies on WHS, equal employment opportunity and public administration.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997.
- It is the policy of the Commission that staff can be reassigned to other positions or roles consistent with their classification level to meet changing work demands and/or their personal development needs.
- The incumbent may be required to undertake a relevant national police check or employment screening check
- Class C Drivers Licence and willingness to drive
- Out of hours work, intrastate and interstate travel may be required.

Position Description

Senior Event Coordinator, Events South Australia

Purpose of the position

The Senior Event Coordinator will work with both event and project management to deliver engaging, impactful and relevant managed events and activations to meet the needs of consumers and event stakeholders and will take the lead on delivering key elements of AFL Gather Round, LIV Golf Adelaide and other sponsored major events.

The Senior Event Coordinator will also support the delivery other ESA managed events, as required, and in coordination with key stakeholders.

Executive Manager	Line Manager	Incumbent
Hitaf Rasheed Executive Director Events South Australia	Laura Robinson Special Projects Manager Events South Australia	Vacant Senior Event Coordinator Events South Australia
<div>Signed</div>	<div>Signed</div>	<div>Signed</div>
<div>Date</div>	<div>Date</div>	<div>Date</div>