

JOB DESCRIPTION FORM

JOB TITLE: Experiences and Events Manager	POSITION NUMBER 11717	CLASSIFICATION: Level 5
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AWARD Public Service Award 1992 / PS CSA GA 2024	EMPLOYMENT TYPE Permanent, Fixed Term, Full time, Part time
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DIRECTORATE Art Gallery of Western Australia	TEAM Marketing
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POSITION REPORTS TO Director Marketing and Commercial Development	POSITIONS REPORTING TO THIS POSITION Nil
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PURPOSE OF POSITION

To increase visitation to the Art Gallery of Western Australia (AGWA) by coordinating and delivering events and experiences that promote the Gallery to new and existing audiences, maximising the use of AGWA's facilities for hire, and providing excellent customer service in a unique environment.

CONTEXT

The Art Gallery of Western Australia develops and maintains the best public art collection in the State and the world's pre-eminent collection of Western Australian art. Our purpose is to preserve, interpret, display and acquire historic and contemporary visual arts. Through our collections, programs and events, we offer visitors exciting encounters with Western Australia art, Australian Indigenous art and the art of the world. The Art Gallery of Western Australia has an established national and international reputation and brings major world exhibitions to Western Australia and takes Western Australian initiated exhibitions to the world.

The Art Gallery of WA is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries. The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

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<p>STATEMENT OF DUTIES</p> <ol style="list-style-type: none"> 1. Works collaboratively with relevant event staff to ensure public safety, WHS, security, liquor licensing and environmental standards within AGWA 2. Sources, manages, and oversees third party suppliers including catering, AV, entertainment and hire companies. 3. In consultation with Commercial Marketing Director assists with strategic and commercial business planning across all areas of event business. 4. Oversees financial management including quoting, invoicing, and balance reconciliation including event-based reconciliation and annual budgets. 5. With relevant teams, plan and implement all Exhibition Openings, Sponsor/partner events, Open Days and large-scale events presented by AGWA including contracting. 6. In consultation with relevant teams, plan and implement the delivery of innovative, interpretative visitor programs and experiences, using best available data. 7. Ensure all planning and logistics are consistent and of a high standard for all AGWA events. 8. Manage bookings for public programs and events and ensure all logistics are consistently of a high standard. 9. Support Learning with programming and logistics. 10. Ensure functions, and venues for hire, meet public safety, work health and safety and liquor licensing requirements. 	<p>STATEMENT OF DUTIES CONTINUED</p> <ol style="list-style-type: none"> 11. Assist with the development, monitoring and review of relevant budgets 12. In collaboration with curatorial, learning and other relevant staff, contribute to the devising of interpretive strategies for major exhibitions. 13. Contribute to the team's organisational and business planning processes. 14. Represent the Gallery at relevant functions, seminars and meetings during and outside normal Gallery hours. <p>Other duties as required with respect to the scope of the position.</p> <p>SPECIAL CONDITIONS</p> <p>Current Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement. Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.</p> <p>'Australian Permanent Residency' status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.</p>
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<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Demonstrated experience in events coordination with the ability to work flexibly to provide a service outside of normal business hours. 2. Demonstrated ability to plan and implement innovative arts-related visitor programs and events and manage these so they are on time and on budget. 3. Excellent interpersonal skills and proven ability to work with people at all levels, and to work effectively with cross-functional teams. 4. Very good analytical skills with a solutions focused ability and responsive to a diverse group of supplier/ stakeholder groups. 5. Excellent organisational and time management skills and the ability to be pay attention to every detail. 6. Ability to manage annual event budgets and with the ability to manage complicated and detailed event budgets on an ongoing basis. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. External stakeholders, clients and members of the general public 2. Marketing, Curatorial and Development teams 3. AGWA Executive 4. Other AGWA staff
	<p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1. Balancing strategic with immediate operational objectives 2. Capacity to manage multiple deadlines within tight deadlines and budgets.
	<p>COMPLIANCE AND LEGISLATIVE KNOWLEDGE</p> <p>Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.</p> <p>Meet Work, Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.</p> <p>Maintain current knowledge of all developments and changes in legislative requirements that apply to the state government sector.</p>
	<p>LOCATION</p> <p>Perth Cultural Centre</p>

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Manager Signature: **Date:**/...../..... **Employee Signature:** **Date:**/...../.....