

Job Description Form

Events Coordinator

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| Position Number: 16491 | Classification Level: Level 4 |
| Directorate: Library Services | Agreement: Public Sector CSA Agreement 2022 |
| This Position Reports To: 12183 Team Leader Senior Subject Specialist, SCL2 | |
| Positions Reporting to this Position: Nil | |

ROLE OF DIRECTORATE

Library Services delivers services to the community which inspire creativity and curiosity and play a vital role in literacy and learning at every stage of life. The Directorate supports clients, whether online or visiting the building, with specialist library and research services, interpretation and sharing of Western Australian stories through exhibitions and events and educational programs based on the State Library's rich collections. Early literacy development is supported by the Better Beginnings Family Literacy Program and Western Australian public libraries are supported with advice, training and professional development opportunities. The directorate also supports communications and marketing activities for the State Library.

POSITION PURPOSE

The Events Coordinator manages all event pre-production, contracting, event planning and logistics, liaison with internal stakeholders and external contractors as well as coordinating post-event financial acquittals and payments. This position oversees bump-in and bump-out activities as well as providing site and stage management during events themselves.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Works with internal staff to coordinate public events as part of the State Library's public program
2. Books or coordinates in-house production (staging, lighting and AV) for events and manages relationships with external contractors and talent as part of the delivery of events
3. Develops and compiles event documentation including production plans, runsheets and briefings for external contractors and internal stakeholders
4. Oversees ticketing, security briefings, crowd management and front of house services at events
5. Coordinates catering and pop-up bar services (working with external providers) at select events
6. Contributes to planning and creative development of pre-existing and new event formats
7. Attends partnership meetings and site tours with external stakeholders and acts as a venue-liaison and point-of-contact for external hirers or partners on select events
8. Performs other duties as required as part of the delivery of the State Library's public programming

Corporate Responsibilities:

- Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
- Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
- Acts safely and in accordance with the Library's Occupational Health and Safety Policy and Procedures.

WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

Role Specifics:

- Substantial experience coordinating events
- Experience in site or stage managing free and ticketed public events and a familiarity with production, event documentation and event management principals.

Shapes and Manages Strategy

- Demonstrates high level project management skills and the ability to coordinate complex and time-critical events that align with the strategic direction of the State Library

Achieves Results

- Demonstrated strong organisation and problem-solving skills with the ability to work independently to meet tight deadline

Builds Productive Relationships

- Demonstrated experience working collaboratively with a large team of internal and external stakeholder
- Demonstrated relationship building skills with a diverse range of stakeholders

Exemplifies Personal Integrity and Self Awareness

- High levels of personal integrity and has an understanding of procurement processes and principals

Communicates and Influences Effectively

- Well-developed verbal, written and interpersonal communication skills with the ability to effectively liaise with stakeholders at all levels
- Experience preparing reports, worksheets, plans and correspondence and other pieces of writing for a range of audiences with differing requirements

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful 100-point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

1. Frequently required to work out of hours and/or weekends

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

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| Position Title: Director Library Services | Name: Susan McEwan | Date: 29/10/2024 |
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