



POSITION DESCRIPTION

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| POSITION: | Event Manager |
| DEPARTMENT: | Community Engagement – Alumni and Community Relations |
| CAMPUS: | Corio, with travel to Timbertop and Toorak required |
| REPORTS TO: | Head of Alumni and Community Relations |
| DIRECT REPORTS: | Administration and Event Assistant |
| EMPLOYMENT STATUS: | Full time - Ongoing |

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

Alumni and Community Relations

The Event Manager is a member of the Alumni and Community Relations team and reports to the Head of Alumni and Community Relations. The Alumni and Community Relations team is responsible for nurturing

relationships with the wider School community through communications, events and relationship-building. It co-ordinates the School's major events as well as alumni and support group activities. It is also responsible for the School's archives, and contributes to printed publications, including *Light Blue* and *The Corian*. Its objective is to engage the community through activities that foster connection, trust and advocacy to support the School's enrolment and fundraising goals.

The team interacts with a range of departments and functions across the School and has a particularly close working relationship with the Advancement, and Marketing and Enrolment teams within the broader Department of Community Engagement. The Event Manager has one direct report, the Administration and Event Assistant, and will liaise with multiple stakeholders across the School, from Facilities to catering contractors Chartwell.

POSITION OBJECTIVE

The Event Manager is responsible for overseeing and coordinating the School's event management across all three campuses. The position provides leadership and operational support for school, community, alumni and admissions events (Discovery Days and Information Sessions), promoting a collaborative, GGS-first approach to all events; strengthening relationships, building efficiencies and delivering strategic goals.

KEY RESPONSIBILITIES

The Event Manager is responsible for the following tasks:

- 1) Manage and coordinate the integrated end-to-end creation, development and delivery of Geelong Grammar School events
- 2) Develop and implement a 12-month event plan/calendar that aligns with strategic school, community engagement, enrolment, alumni and philanthropic goals
- 3) Develop and implement policies, processes and systems for all GGS events across all three campuses, promoting consistency, efficiency and accountability, including the management and review of TryBooking event requests
- 4) Provide guidance to Heads of House with their House Dinners and Valedictories for equality, consistency, and accessibility for all house community members
- 5) Produce briefs for School leadership attendance at events and event contractors (ie. photographers)
- 6) Produce detailed event documentation, including project plans, running sheets, catering menus, seating plans, presenter briefings and technical/AV documentation, as well as post-event analysis and insights, developing diagnostic tools and key metrics to track performance
- 7) Effectively manage event budgets, negotiating with external suppliers and venues
- 8) Work closely with Marketing and Communications staff to develop and implement communications plans to optimise attendance rates and nurture post-event leads (where applicable)
- 9) Manage and monitor internal processes and systems, including multiple email accounts, event registrations and booking platforms, and Synergetic database
- 10) Identify and develop new administrative processes and systems to improve efficiencies with a focus on continuous improvement of the customer/attendee experience
- 11) Collaborate with Facilities and AV to supervise internal technicians and external contractors for set up, staging and dismantling of event infrastructure
- 12) Build strong working relationships across the School, leading and contributing to team meetings and supporting Community Engagement activities as required
- 13) Other accountabilities and tasks commensurate with the position

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

- Community Engagement Team
- Facilities
- IT/AV Team
- Accounts Department
- Heads of Campus
- Heads of Senior and Middle School
- Heads of House
- Music Department
- Sport Department
- Academic Office

External liaisons

- Caterers, including Chartwells
- Suppliers and Contractors
- Visiting academics and visiting speakers
- Parents and Guardians

KEY SELECTION CRITERIA:

- Significant experience in event management and proven track record coordinating successful events
- Proven ability in strategic planning and creative thinking, with well-developed analytical and problem-solving skills
- Exceptional interpersonal and relationship management skills, including the ability to build relationships and effectively communicate and negotiate with internal and external stakeholders at all levels
- Excellent time management and project management skills, including the ability to multi-task, prioritise and meet deadlines in a fast-paced environment
- A “hands-on” approach to event management and the ability to work collaboratively and promote a “can-do” attitude amongst peers and direct reports
- Advanced knowledge of event management processes and systems, including experience of using technology to improve processes and performance of event management, including a strategic and creative approach to event design and delivery
- Ability to work effectively with others and independently. Demonstrates initiative and ownership. A flexible and fair team player.
- Experience in budget management

QUALIFICATIONS AND EXPERIENCE:

- Relevant tertiary qualifications and/or significant experience working in event/hospitality management
- Advanced knowledge of the Microsoft Office suite - Word, Excel, PowerPoint
- Good written and verbal communication skills

Desirable

- Experience in an educational/non-profit environment
- Technical knowledge and experience with event management systems (Synergetic, Canva, TryBooking)
- Experience in a team leadership role

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the [GGS website](#), under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the [Child Safe Standards](#), as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to safeguarding@ggs.vic.edu.au.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- Current driver licence is essential to the role.
- A current light rigid licence is desirable.
- Anaphylaxis [Desirable]
- First Aid [Desirable]
- CPR [Desirable]
- Travel is a requirement of this role. This position will require the ability to work across all campuses, including attending weekend and evening events, as well as overnight stays as required.