



Sheldon College POSITION DESCRIPTION



Position Description

Events Co-Ordinator

Position:	Events Co-Ordinator
Department:	Functions and Events
Responsible to:	Principal
Reports to:	Events Manager

About Sheldon College

Committed to its basic philosophy of **Love, Laughter and Learning**, Sheldon College caters for children from 15 months of age through to Year 12. The College campus is located on 56 acres in a semi-rural setting on Taylor Road in Sheldon. The College was established in 1997 and is committed to providing a quality education for all students in a safe, secure learning environment which is characterised by high standards for both staff and students in the areas of dress and appearance, behaviour and individual scholarship and work habits.

About the Role

The position of Events Coordinator will be an integral position within the College and is responsible for leading the Centre's function and event activities to ensure the operation and delivery of an exceptional range of services.

Duties and Responsibilities

The duties performed by the Events co-ordinator include but are not limited to the following:

- Provide support to the Events Manager;
- Ensure effective co-ordination of all internal events;
- Assist with the delivery of all event operations where appropriate, including catering, ticketing, venue set-up and pack down;
- Communication with all stakeholders regarding event requirements;
- Preparation and distribution of Event Orders to all relevant departments to ensure the smooth transition from planning to delivery;
- Liaise with and build relationships with key internal event stakeholders;
- Coordinate stock acquisition and equipment hire to ensure the effective and efficient delivery of events;
- Processing of internal event requests, updating of events list and event calendar;





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- Daily administration activities including client and internal correspondence;
- Follow all procedures with regard to deposits, payment schedules and invoices for all event bookings;
- Attend relevant operation meetings;
- Coordinate required floats, tills, uniforms, menus for events as required;
- Facilitate the establishment of the Centre as the leading destination within the greater Redlands area;
- Work cooperatively and positively with other personnel to support effective relationships and contribute to the overall policy and planning of the Centre;
- Ensure interaction and a proactive approach in securing engagement from sectors of the College community, including Alumni, wider community, business and industry;
- Ensure adherence to compliance standards of Workplace Health and Safety and all other applicable legislation;
- Ensure cost effectiveness of the service delivery, and maintenance of profit margins in consultation with the Director of Business and Finance;
- Ensure compliance with relevant College policies and procedures;
- Ensure effective coordination and support of all external vendors;
- Maintain strong communication with external stakeholders and service providers to guarantee successful event delivery;
- Other tasks assigned from time to time by the Principal or Director of Business and Finance.

Required Skills and Experience

- Minimum 2 Years event coordination experience;
- Current RSA and RMLV Certification;
- Ability to interpret and implement financial process and procedures;
- Solutions based attitude and get the job done approach;
- An ability to work varied hours in order to meet Event demands;
- Effective time management skills;
- A self-motivated and proactive approach;
- Strong interpersonal and oral communication skills including the ability to communicate, influence, negotiate and consult with a range of staff, clients, corporate representatives and members of the general public;
- Demonstrated ability to work within a high pressure environment.

