



## Position Description – Event Production & Partnership Lead

<b>Division</b>	Engaged Community
<b>Portfolio</b>	Community Connections
<b>Business Unit</b>	Place Making
<b>Level</b>	6
<b>Reports To</b>	Coordinator Place Making
<b>Prescribed Position</b>	Yes

### Position Objective

The Event Production & Partnership Lead leads the strategic development, planning, producing, delivering and supporting a targeted program of strategic events and activations that contribute to place making outcomes across the City of Charles Sturt.

Operating with a high degree of autonomy, this position focuses on developing and delivering high-quality event outcomes through partnerships, selective program delivery, and capability building, contributing to community connection, cultural expression and city vibrancy.

Working within the Place Making team, the position supports Council's broader approach to events as a tool to strengthen community connection, identity and activation of places, and contributes to the delivery of relevant strategic priorities, including the Community Vision and Arts & Culture Plan.

### Key Responsibilities

- Lead the strategic planning and delivery of Council's significant events and activations, ensuring alignment with Council priorities and local identity.
- Oversee the end-to-end planning and delivery of Council's significant events, including creative, programming, budget and risk management, operational documentation and on-site delivery.
- Lead the scoping, identification, development and management to support opportunities to attract or co-deliver events that align with Council priorities and strengthen the city's vibrancy and identity with external stakeholders.
- Foster and provide expert guidance in stakeholder relationships across Council, community, creatives, suppliers and partners to support high-quality event outcomes.
- Coordinate approvals, permits and services, and the management of external contractors, suppliers and venues.

- Provide operational leadership and direction during event delivery to ensure safe, high-quality outcomes.
- Work collaboratively with community event organisers, providing advice and support to build capability and strengthen participation in events.
- Lead the evaluation of events and post-event reporting, using insights to drive continuous improvement in event planning, delivery and processes.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day-to-day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Take relevant actions in accordance with Legislative requirements under the Children's Protection Act 1993 Section 8A and Council's Children and Vulnerable Persons Policy.

## **Selection Criteria**

### **Skills**

- Demonstrated passion working for and with the community.
- Advanced event production and project management capability across public events, festivals or activations.
- Highly developed stakeholder engagement, partnership and negotiation skills
- Highly developed ability to balance creative, community and operational considerations to deliver high-quality outcomes.
- Ability to work both independently and collaboratively across teams and stakeholders.
- Strong creative programming and curatorial thinking.
- Highly developed interpersonal and communication skills, with the ability to engage diverse community members and stakeholders, build relationships and influence outcomes.
- Highly developed project management and organisational skills, to ensure delivery of complex, multi-stakeholder projects on time and on budget.
- High attention to detail, with strong time management and organisational skills.
- Ability to work independently and collaboratively to manage competing priorities and meet deadlines.
- Self-awareness, emotional intelligence and empathy.
- High-level resilience and persistence in achieving community outcomes.
- Excellent written and verbal communication skills, with the ability to prepare and present high-quality reports, insights and briefings to inform decision-making.
- Demonstrated ability to provide expert advice and influence decision-making on event strategy, partnerships and delivery approaches.
- Proficient in corporate systems and digital platforms, including electronic document management, finance, customer and asset management systems, and Microsoft Office and event/project tracking tools.
- Demonstrated understanding and enthusiasm for the direction of the City and Organisation.
- Demonstrated behaviour consistent with the organisational values.

## Knowledge

- Contemporary event management practices, including planning, logistics, safety and audience experience.
- Understanding of partnership and sponsorship models.
- Understanding of community, cultural and place-based outcomes.
- Awareness of the arts, cultural and events sectors and their role in community life.
- An understanding of grants administration, acquittals and sponsorship is desirable.

## Experience

- Significant experience in event production, programming or venue activation.
- Experience delivering complex, multi-stakeholder events or festivals, applying professional judgement.
- Experience attracting and working with artists, producers or touring events, and building collaborative partnerships.
- Demonstrated ability to manage budgets and deliver outcomes in resource-constrained environments.

## Qualifications & Requirements

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| • A tertiary qualification in Event Management, Arts/Cultural Management, or related field and/or commensurate demonstrated experience in lieu of formal qualifications. | Essential |
| • Car Licence.   | Essential |
| • Child Safe Environments training.  | Essential |
| • Working with Children Check (WWCC).  | Essential |