



SUCCESS PROFILE – Event Manager

Setting your career for success at Geelong Grammar School

ROLE TITLE:		Event Manager
DIVISION:		Community Engagement
CAMPUS:		Corio
REPORTS TO MANAGER:		Head of Alumni and Community Relations
STAKEHOLDER / DOTTED LINE MANAGER:		NA
DIRECT REPORTS:		Administration and Event Assistant
EMPLOYMENT STATUS:	Tenure	Full Time Ongoing
	Hours	37.5 per week
	Working Weeks	Standard 52 Weeks 48 working weeks, 4 weeks annual leave
CLASSIFICATION:		Operational Salary Scale General B6
SUCCESS PROFILE EFFECTIVE DATE:		1 November 2026

THE ROLE

General Description and Role Purpose

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/Accountabilities

The Event Manager is responsible for the following tasks:

- Manage and coordinate the integrated end-to-end creation, development and delivery of Geelong Grammar School events
- Develop and implement a 12-month event plan/calendar that aligns with strategic school, community engagement, enrolment, alumni and philanthropic goals



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- 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
- Provide guidance to Heads of House with their House Dinners and Valedictories for equality, consistency, and accessibility for all house community members
- Produce briefs for School leadership attendance at events and event contractors (ie. photographers)
- 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
- Effectively manage event budgets, negotiating with external suppliers and venues
- Work closely with Marketing and Communications staff to develop and implement communications plans to optimise attendance rates and nurture post-event leads (where applicable)
- Manage and monitor internal processes and systems, including multiple email accounts, event registrations and booking platforms, and Synergetic database
- Identify and develop new administrative processes and systems to improve efficiencies with a focus on continuous improvement of the customer/attendee experience
- Collaborate with Facilities and AV to supervise internal technicians and external contractors for set up, staging and dismantling of event infrastructure
- Build strong working relationships across the School, leading and contributing to team meetings and supporting Community Engagement activities as required
- Other accountabilities and tasks commensurate with the position

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

Out of hours contact/ other inherent role requirements

- The incumbent will likely to be required to work public holidays and/or weekends which fall during Term time, where the School is operational.
- The incumbent will likely be required to work extended consecutive workdays (greater than 7 days)
- The incumbent may be required to work additional hours to prepare for and deliver events.
- The attendance at School events, such as Family Day, Aths Day and the Leavers' Celebration Ceremony, is compulsory.
- Travel is a requirement of this role. Travelling between campuses for events may be required once a term.
- Working physically on campus (onsite) is an inherent requirement of the role, however working from home is an option.

Physical, Environmental and Psychosocial requirements

PHYSICAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
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Mobility	Ability to move around the workplace, including stairs and uneven ground	☐	☐	☒	☐
Mobility Endurance	Hiking and running across rugged, uneven, steep or slippery terrain, often while carrying a pack. Sleeping in a tent. Skiing – downhill and cross country	☐	☐	☐	☒
Sitting /Standing	Capacity to sit or stand for extended periods	☐	☐	☒	☐
Manual Handling	Ability to lift/carry items up to 5 kg (role-specific) Loading trailers, including lifting above shoulder height. Pushing/pulling heavy items such as bike trailers, boats, stretchers Setting up and packing down large equipment Slitting wood, clearing drains, raking	☐	☒	☐	☐
Operate Vehicles	Operate vehicles or heavy machinery Drive long distances on both sealed and unsealed roads, often with limited breaks Towing and reversing trailers of various sizes	☒	☐	☐	☐
Work at Heights	Using ladders, scaffolding or other objects	☐	☐	☐	☒
Fine Motor Skills	Use of keyboard, writing instruments, equipment	☐	☐	☒	☐
Visual Capacity	Reading screens, documents, and observing surroundings	☐	☐	☒	☐
Auditory Capacity	Communicating in person/phone, responding to alarms	☐	☐	☒	☐
Water-based Activities	Paddling canoes, kayaks, or rafts Carrying boats and gear around water access points Working in wet environments (eg Rivers or rainy weather)	☐	☐	☐	☒
Fatigue Capacity	Working non-business hours shifts Overnight supervision of students Being on-call Possible sleep disruption	☐	☒	☐	☐
Travel	Off-site travel	☐	☒	☐	☐
ENVIRONMENTAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Noise Exposure	Working in moderate noisy environments	☒	☐	☐	☐
Workspace Layout	Open-plan or shared workspace	☐	☐	☒	☐
Screen-Based Work	Prolonged computer use	☐	☐	☒	☐
Biological/Chemical Exposure	Exposure to cleaning agents, laboratory materials (if applicable)	☐	☐	☐	☒
Shift or Extended Hours	Work outside standard hours (if applicable)	☐	☒	☐	☐
Outdoor work	Work in hot, cold, wet conditions	☐	☒	☐	☐
Working alone	Work alone or in isolation	☒	☐	☐	☐
Confined Spaces	Work in confined spaces where only one egress (escape route) exists	☐	☐	☐	☒
PSYCHOSOCIAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Interpersonal Engagement	Regular interaction with staff, clients, students, parents or stakeholders	☐	☐	☒	☐
Emotional Regulation	Managing conflict, sensitive matters, or distressed individuals	☒	☐	☐	☐



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Workload Management	Managing competing priorities and deadlines	☐	☐	☒	☐
Change Adaptability	Responding to operational change	☐	☐	☒	☐
Decision-Making	Exercising judgment within delegated authority	☐	☐	☒	☐
Confidentiality	Handling sensitive or personal information	☐	☐	☒	☐
Autonomy	Working independently with accountability	☐	☐	☒	☐
Resilience	Managing pressure, ambiguity and intensity	☐	☐	☒	☐

THE PERSON – Key Selection Criteria

Knowledge/Skills/Qualifications | *What you need to KNOW*

Knowledge / Skills:

- 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.
- Advanced knowledge of the Microsoft Office suite - Word, Excel, PowerPoint
- Good written and verbal communication skills

Qualifications:

- Relevant tertiary qualifications and/or significant experience working in event/hospitality management
- First Aid Course (HLTAID011 Provide First Aid Course) [Desirable]

Experience | *What you HAVE DONE*

- Significant experience in event management and proven track record coordinating successful events
- Experience in an educational/non-profit environment
- Technical knowledge and experience with event management systems (Synergetic, Canva, TryBooking)
- Experience in a team leadership role
- Experience in budget management

Personal Attributes/Attitude | *Who you ARE*

- Courageous
- Curious
- Compassionate
- Civil



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- Connected

Competencies | *How you behave and what you CAN DO*

- Demonstrates exemplary ethical standards
- Acts with integrity
- Builds positive and professional relationships with staff, students, and parents
- Open to new ideas and approaches
- Collaborates effectively with individuals and teams
- Commits to the development of self and others
- Aligns personal and organisational purpose
- Committed to evidence-based practice (substantiation)

WORKING AT GGS

- The Success Profile (SP) should be read in conjunction with the School's [Light Blueprint](#), individual performance and development plan, employment contract or relevant agreement etc.
- At Geelong Grammar School employees are committed to actualising the [Light Blueprint](#).
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected. SP's will be reviewed and updated from time to time. SPs fulfil the role of a Position Description.
- Geelong Grammar School is committed to providing a safe and healthy environment. All Employees, contractors, students, volunteers, and visitors share a mutual responsibility to adhere to safety guidelines and contribute to this safe environment, in accordance with the *Occupational Health and Safety Act 2004 (Vic)*.
- Employment is conditional upon obtaining a Victorian Working with Children Check (Employment) and a National Police Check, or current Victorian Institute of Teaching (VIT) registration.
- Where applicable, employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all of the AITSL Standards, First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with Ministerial Order 706 and the School's Anaphylaxis Management Policy. Teachers are expected to participate fully in the School's academic, pastoral and co-curricular programmes.
- Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education. Employees are required to attend a Discovering Positive Education training course.
- 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.

Reviewed by: Head of Alumni and Community Relations **Date:** 27 October 2026

Approved by: Director of Community Engagement **Date:** 28 October 2026