



POSITION DESCRIPTION

Activities & Events Coordinator

ACTIVITIES & EVENTS COORDINATOR

POSITION TITLE:	Activities and Events Coordinator
POSITION NUMBER:	5056
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	4-5
REPORTS TO:	Community and Cultural Services Manager
DEPARTMENT:	Department of Community Services & Economic Development
LAST REVIEWED:	August 2023

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

The primary objective of this role is to provide creative development, planning, coordination, promotion, and implementation of a range of events, services, programs, and activities to enhance community engagement for the residents of Cloncurry Shire including townships of Dajarra and Kajabbi.

The role r works across a broad spectrum of programming, including although not limited to, signature events, arts and cultural programming, sport, and recreation activities with the aim to support the community, drive increased visitation and tourism, and improve social, cultural, and economic position of the region.

REPORTING LINES

This position reports to the Community and Cultural Services Manager . This position works closely with internal and external stakeholders.

GENERAL DUTIES AND RESPONSIBILITES

- Provide administrative and organisational support as required.
- Prepare reports for the Community and Cultural Services Department.
- Assist in the coordination and quality assurance of written material.
- Maintain appropriate files, records, and administrative systems in line with Council processes and procedures.
- Undertake miscellaneous tasks as required from time to time.



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- To carry out all duties and functions in a manner that promotes good teamwork and public relations.
- Be willing to participate in the development and implementation of new programs and systems.
- Promote the aims and objectives of the Council, faithfully serve the Council, and use utmost endeavours to promote Council interests.
- Perform other duties as required.

KEY RESPONSIBILITIES IN THIS ROLE

The following outlines the key responsibilities of the position, but is not all encompassing:

- Identify, plan, deliver and promote an annual calendar of community, sport, arts, and cultural events, programs and activities for Cloncurry Shire; that includes but is not limited to Beat the Heat Festival, Seniors events, after school and school holiday programs, Australia Day and the Easter and Christmas Fairs.
- Manage contracts and liaise with event providers, performers, and contributors.
- Generate sponsorship and write and acquit grant applications..
- Act as Council's primary contact for Cloncurry PCYC and local sport and recreation organisations.
- Act as Council's primary contact for Regional Arts Development Fund (RADF).
- Instigate, co-ordinate, review, and process event applications via numerous internal and external stakeholders.
- Develop and implement effective promotional strategies for a range of programs, events and activities.
- Prepare event funding applications and sponsorship proposals where directed.
- Respond to enquiries and correspondence relating to Council and events, programs and activities and provide sound, current and professional advice for internal and external stakeholders.
- Co-ordinate and supervise volunteers and casual working across numerous event applications.
- Ensure the safe and appropriate delivery of Council events program.
- Assist in the preparation of strategic reviews for Council supported community-based events
- Assist in the preparation of annual strategic reviews/evaluations for Council events.
- Develop and monitor annual budgets for areas of responsibility and provide up to date forecasts as required.
- Manage event budgets, grant reconciliations and purchase orders.
- Support the community and community groups within Cloncurry Shire in becoming engaged and pro-active through involvement and interaction with local artists, organisations, and events.
- Develop and maintain positive, pro-active relationships and networks with key internal and external stakeholders while exercising a high level of interpersonal communication skills with organisations and the general public.
- Prepare reports and correspondence in accordance with the Shire's requirements.
- Ensure flexibility to work outside of normal business hours (including weekends) where required.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Ability to problem solve that contributes to productive and creative outcomes.
- Committed to customer service and working collaboratively.
- Well-developed computer literacy skills including the capacity to effectively use Microsoft Office, particularly Outlook, Excel, and Word.
- Well-developed understanding of marketing and promotional principles / scheduling, including abilities to work across applications such as multiple digital platforms, website platforms, Canva, etc.
- Support the Manager in streamlining and communicating processes, upholding strict confidentiality and professionalism across highly sensitive information.
- Passion, dedication and commitment to events and department programming with a great attitude that embraces a positive work culture and a healthy work ethic.
- Possess a high level of interpersonal, written, and verbal communication and conflict resolution skills to the extent required to communicate with persons with varying levels of education and understanding.



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- Excellent customer service skills with the ability to provide accurate timely advice in a helpful and supportive manner to both internal and external stakeholders.
- Possess a genuine interest in the community.
- Excellent time management skills including the ability to prioritise and establish activity/project outcomes to achieve set and agreed goals.
- Possess a high level of confidentiality, tact and discretion when dealing with employees, clients, elected members, and sensitive correspondence.

KEY SELECTION CRITERIA

- A tertiary qualification in a relevant field such as the Arts, Business, Event Management or Marketing is highly desirable.
- Significant experience a broad range of events in either the public and private sectors is essential.
- Demonstrated experience in operational delivery of event planning and budgets, event management and volunteer programs.
- Highly developed communications skills including the ability to build relationships and negotiate outcomes to ensure positive and successful outcomes.
- Ability to work effectively as part of a multidisciplinary team on a broad range of projects.
- Ability to liaise effectively and professionally with external organisations.
- Ability to manage time effectively, set priorities, plan and organise work to meet specific objectives.
- Demonstrated knowledge of customer service requirements and community expectations.
- Demonstrated knowledge of functions, departments and relationships of Council, or the ability to rapidly acquire.
- Previous Local Government experience is desirable.
- Demonstrated knowledge of Workplace Health & Safety practises.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- A current Police Clearance
- Hold and maintain an unrestricted P2 or above driver's licence.

Desirable:

- Tertiary qualification in Events Management, Community Development, Arts and Cultural Development or a related discipline is desirable.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Required to set outcomes within defined constraints.
- Provides specialist, technical or professional advice.
- Freedom to act governed by clear objectives and/or budget constraints.
- Solutions to problems generally found in precedents, guidelines, or instructions. Assistance is usually available.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations



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3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date