

## JOB DESCRIPTION

<b>Job Title</b>	<b>Event Manager</b>
<b>Responsible to</b>	Senior Event Manager
<b>Duration</b>	2 year fixed

### OUR COMPANY

Enriching the Territory with incredible event experiences is what drives us.

Since 1999, Northern Territory Major Events Company (NTMEC) has been delivering and supporting events from the Top End right down to the Red Centre. Our team is passionate about the Territory's events industry and takes great pride in the company's diverse events portfolio.

As the peak body for events in the Territory, NTMEC strives to grow industry capacity, strengthen our identity as an exciting place to live and work, and deliver world-class events to boost visitation and ultimately strengthen the Territory's economy.

People are our most important and valued asset. Working at NTMEC is more than a job; it is a commitment to promote the Territory as a unique, world-class event destination like no other.

### THE ROLE

As Event Manager you will be accountable for planning, delivering and working on a range of major events within the Northern Territory including the 2023 Alice Spring Masters Games. It is expected you will support and develop other team members and contribute to the wider team in a positive manner.

Over a two year period it is anticipated you will play a leadership role across the Alice Springs Masters games and provide support at each of each of our major events which include Parrtjima - a Festival of Light, Merlin Darwin Triple Crown Supercars, BASSINTHEGRASS, Red CentreNats, Territory Day, and any additional events NTMEC develops.

The position will assume accountability for enhancing, developing, managing and leading the 2023 Alice Springs Masters Games in collaboration with other NTMEC staff.

There will be a requirement to work some weekends and public holidays and intrastate travel may be required.

### KEY DUTIES AND RESPONSIBILITIES

#### Alice Springs Masters Games

1. Contribute to the planning and delivery of the 2023 Alice Springs Masters Games.
2. Engage, coordinate, develop and deliver the sports program.
3. Manage at an operational level the Alice Springs Masters Event budget.
4. Have and hold broad oversight across all operational and sport functions including but limited to sport engagement, participant registration, volunteer management, safety and stakeholder engagement.
5. Facilitate and manage sports, event delivery, venues and service related contracts.
6. Where applicable delegate workflow to team members and volunteers.
7. Collaborate with and deliver an efficient and impactful volunteer program across the Alice Springs Masters Games
8. Implement and execute effective risk management across all activities and events.
9. Represent NTMEC as required at engagements and accurately document and provide reports as required.
10. Actively participate within our work place health and safety and risk management framework driving best practise.

11. Review, update and implement policies, procedures, standard operating procedures and business systems as required.
12. Engage with city, partner and event related stakeholders.
13. Actively participate and engage with and within your new team. You are encouraged to be yourself and contribute.

### **Other NTMEC Portfolio Events**

1. Support and deliver functional outcomes across all of the NTMEC Events portfolio.

### **SELECTION CRITERIA**

#### **Essential**

1. A team player who has the ability to contribute and help team members improve as people.
2. Enthusiasm and a want to learn and develop as a person.
3. Proven ability to lead and motivate a team of people.
4. Event and or multi-sport experience
5. Demonstrated capacity to manage complex and concurrent events and projects.
6. Demonstrated experience assessing, managing and mitigating risks.
7. A tertiary/post graduate qualification in a relevant field.

#### **Desirable**

1. A sound knowledge and understanding of the Northern Territory.
2. Experience working on or at a Multi-Sport event.
3. Experience engaging and working across a volunteer program.

#### **BENEFITS**

We will support you to implement innovative ways of working in a collaborative, people-focused and results-driven business. An attractive remuneration package is on offer for the right candidate.

#### **HOW TO APPLY:**

Please submit your resume and cover letter demonstrating your knowledge of events and festivals in the Territory and why you would like to join our team.

We will support you to implement innovative ways of working in a collaborative, people-focused and results-driven business. An attractive remuneration package is on offer for the right candidate.

As outlined in the Chief Health Officer of the Northern Territory Direction that due to the public-facing nature of working in the events industry, it is mandatory for all NTMEC staff to have received both doses by 24 December 2021. You will be required to provide proof of vaccine to work at NTMEC.

**Approved: November 2021**

**Tim Watsford, CEO, NT Major Events Company**