

THE COMPANY

Northern Territory Major Events Company (NTMEC) is a dynamic organisation that delivers and supports significant events across the Territory. We are passionately proud of the Territory and want to see its brilliance shine – shine as an event destination and shine to the people that live here.

OUR MISSION

We lead Territory performance and grow the Territory's events portfolio and industry capability by providing leadership, advice and assurance by being the go-to agency for event organisation and support.

THE ROLE

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.

As an Event Development Manager, you will work as part of a small high-performing team to:

1. Manage a funding program that supports events and festivals that engage local communities, attract visitors and showcases the Northern Territory
2. Conduct event evaluation through individual and collective analysis to inform data-led decision making against economic, social and marketing measures
3. Establish strong relationship across the events and festival sector to evolve and improve the calibre of events staged within the Northern Territory
4. Play a key role in the management, co-ordination and implementation of events and projects
5. Develop and maintain effective collaborative partnerships with industry and Government at a local and national level
6. Manage administrative functions in full compliance with internal policy and procedures, including risk management
7. Prepare briefings and correspondence, including Ministerials, Legislative Assembly Briefings, service agreements and funding contracts

ABOUT YOU

You can manage your time well and have a practical and efficient approach. You are good at prioritising, collaborate well with others and have excellent written and verbal communication skills.

You will have:

1. Passion for events and an understanding of the Northern Territory and national landscape
2. Exceptional project management skills with sound experience in financial management and systems
3. Strong industry experience with operational skills in logistics, OH&S and security
4. Experience in the principles, practices and techniques of event research and development
5. Exceptional relationship management and communication skills and have the proven ability to interact effectively with people from diverse cultures and work collaboratively across government, industry and key event stakeholders
6. Be skilled in marketing, communications or a related discipline
7. Be a key contributor to the business goals, have a willingness to be in it together and find solutions for all. You are also open to opportunities outside of the job scope as the business evolves and have the ability to work autonomously.

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

BENEFITS

You will be supported to implement innovative ways of working in a business which is collaborative, innovative, people focused and results driven. 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

to: recruitment.ntmec@nt.gov.au

Closing date: Friday, 4th September 2020

NT Major Events Company is an Equal Opportunity Employer. We encourage applications from all sections of the community as we value equality & diversity.