

JOB DESCRIPTION

Job Title:	Event Development Manager
Base Salary Range	On application
Responsible to:	Head of Event Development & Marketing
Duration	Fixed Term Contract

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.

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:

Key Duties and Responsibilities:

1. Manage a funding program that supports a events and festival that engages local communities, attracts 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, coordination 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, have a practical and efficient approach, you are good at prioritising, collaborate well with others and you 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 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.

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 their first COVID-19 vaccine by 13 November 2021 and both doses by 24 December 2021. You will be required to provide proof of vaccine to work at NTMEC.

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.

Approved:

Tim Watsford, CEO, NT Major Events Company