

## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Event Manager</b>
<b>Responsible to:</b>	Senior Events Manager
<b>Duration</b>	Permanent

### 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 Event Manager you will be accountable for the detailed planning, delivering and working on events within the NTMEC portfolio. It is expected the role will provide information, support and influence contractors as well as other team members across the event portfolio.

### Key Duties and Responsibilities:

1. Work within the team, with stakeholders, suppliers, contractors and partners to prepare comprehensive plans and schedules for the delivery of events.
2. Actively lead the procurement, negotiation and contracting of all contracts.
3. Contract manage event delivery partners, suppliers and contractors to deliver on agreed outcomes, performance measures and milestones.
4. Lead, promote and deliver agreed risk management and work place health and safety policy and procedures for the company.
5. Support and deliver outcomes across the NTMEC Events portfolio as required including tasks like
  - a. Manage plan and lead event builds and removals
  - b. Manage event operations including liaising with stakeholders within event control
  - c. Facilitate operational functions like traffic management, cleaning, waste, security, workforce, safety and compliance
6. In conjunction with the Senior Event Manager actively support staff and manage operational elements of events.
7. Actively contribute and play a role within the companies Emergency Planning and Response Group.
8. Use data and insights to improve the event experience for patrons, corporate clients, staff, contractors and other key stakeholders at our events.
9. Where applicable delegate workflow to team members and volunteers.
10. Actively engage with city, partner, venue and event related stakeholders and represent NTMEC at engagements as required.
11. Other duties as required which support the business achieve its goals

### Selection Criteria:

1. A team player who has the ability to contribute and help team members improve as people.
2. Demonstrated previous operations and event management experience, with the capacity to plan, set and achieve targets, meet deadlines and manage multiple concurrent operational tasks.
3. Demonstrated practical application of event logistics, during event planning, bump in, event delivery and bump out phases.

4. Demonstrated experience assessing, managing and mitigating risks.
5. A high level of understanding and the implementation of work place health and safety plans.
6. Ability to utilise the standard Microsoft suite products.
7. Highly developed written and oral communication skills.
8. Ability to work outside normal working hours including public holidays and weekends where required.
9. Current valid driver's licence.
10. A tertiary/post graduate qualification in a relevant field.
11. Sound knowledge and understanding of the Northern Territory and its events industry
12. First aid qualifications.

### **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.

**Approved:**

**Suzana Bishop, CEO, NT Major Events Company**