

JOB DESCRIPTION

Job Title:	Events & Operations Coordinator
Base Salary Range	On application
Responsible to:	Senior Events Manager
Duration	2 years 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.

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 Events and Operations Coordinator you will have direct and indirect involvement across the major events portfolio. The role has outcomes linked to event planning and delivery whilst working through and across functional elements including safety, compliance, risk management and budgeting.

Key Duties and Responsibilities:

1. Contribute to the planning and delivery of the NTMEC event portfolio.
2. Liaise and work with event partners, stakeholders, suppliers and events delivery staff.
3. Facilitate and manage access to event sites and work schedules.
4. Collate and execute administrative tasks relating to the events including reports, accreditation, event enhancement plans and ticketing requirements.
5. Manage event overlay including temporary infrastructure installations and compliance requirements.
6. Actively participate within our work place health and safety and risk management framework including adhering to policies procedures and driving best practise.
7. Manage and lead events and activities as required.

Selection Criteria:

1. Demonstrated previous major event or venue management skills across a diverse portfolio (knowledge of the NT events industry desirable).
2. Ability to create a positive team environment and help colleagues improve as people.
3. Well-developed IT skills including Microsoft applications.
4. Diploma in Event Management or willingness to undertake training during employment.
5. Current drivers licence and ochre card (first aid qualifications desirable).
6. Proven customer service skills including sound oral and written communication skills and experience working with the general public.
7. Proven ability to manage pressure, maintain flexibility, have a high level of motivation, be an innovative thinker and uphold a high level of confidentiality.
8. Ability and willingness to work outside normal working hours including public holidays and weekends as and when required to support events delivery.

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:

Tim Watsford, CEO, NT Major Events Company