

JOB DESCRIPTION

Job Title	Senior Event Manager
Responsible to	Head of Event Operations
Duration	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 Senior Event Manager you will be responsible for planning and delivering a range of major events within the Northern Territory. As part of the Senior Management team in the Events and Operations department 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 each of our major events which include Parrtjima - a Festival of Light, Merlin Darwin Triple Crown Supercars, BASSINTHEGRASS, Red CentreNats, Territory Day, Alice Springs Masters Games and any additional events NTMEC develops.

Your initial 2022 portfolio will include Parrtjima, BASSINTHEGRASS, Alice Springs Masters Games and Territory Day. You will be engaged and have input into every aspect of the event from budgeting, event experience right through to event delivery.

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

Key Duties and Responsibilities:

1. Contribute to the planning and delivery of the NTMEC event portfolio.
2. As part of a three person leadership team within the Events and Operations department plan out and allocate events, goals, outcomes, tasks and workflow across team members.
3. Provide updates, advice and recommendations to the Head of Event Operations on your event portfolio and the wider business operations.

4. Manage multiple concurrent functions across the event portfolio at any one time including but not limited to for example, safety, workforce, contractors, overlay, hospitality, content or operations.
5. Review, influence and implement policies and procedures and business systems.
6. Use data, results and experiences to continuously review our events and systems and implement innovative new offerings.
7. Develop and deliver event specific targets for each event that tie to the business strategic plan.
8. Represent NTMEC as required at engagements and actively support the wider NT events sector through supporting local staff development.
9. Actively participate within our work place health and safety and risk management framework driving best practise.
10. Facilitate and manage event delivery and service related contracts.
11. Engage with city, partner and event related stakeholders.
12. Actively participate and engage with and within your new team. You are encouraged to be yourself and contribute.

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. Demonstrated capacity to manage complex and concurrent events and projects.
5. Demonstrated experience assessing, managing and mitigating risks.
6. No less than 5 years in a leadership/management role within the events industry.
7. A tertiary/post graduate qualification in a relevant field.

Desirable

1. A sound knowledge and understanding of the Northern Territory.
2. Live entertainment, multisport experience and contract management would be beneficial.

BENEFITS

We will support you to implement innovative ways of working in a collaborative, people-focused and results-driven business.

Approved: August 2021

Tim Watsford, CEO, NT Major Events Company