

DESCRIPTION

Role Titles	Administrative Coordinator Site Coordinator Event Support
Period/Duration	Commence April 4 Finish July 1 You will be engaged on a contract basis and there will be a requirement to work weekends and flexible working hours.
Remuneration	For the right candidates up to \$23,400 will be paid for the period
Responsible to	Senior Event Managers

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 ROLES

We have three roles commencing April – June inclusive. Each role will support the NTMEC team to deliver the following events:

- The Parramatta Eels V North Queensland Cowboys on April 30.
- BASSINTHEGRASS Music Festival on May 21.
- The Merlin Darwin Triple Crown Supercars on June 17 – 19.

You will report directly to the Senior Event Manager of each event. You will be provided detailed functional outcomes to deliver and work in closely with the NTMEC Events and Operations team across the events. It is expected you will form part of the team and for the contract period be deeply engaged, supportive, passionate and help us deliver world class events and outcomes.

Administrative Coordinator

Functional outcomes include:

1. Accreditation lead
2. Ticketing support
3. General administrative duties across the NTMEC team

Site Coordinator

Functional outcomes include:

1. Site coordination and logistics
2. Work order management, issuing, following up and the closing of tasks
3. Access Control
4. General administrative duties across the NTMEC team

Event Support

Functional outcomes include:

1. Event planning and delivery
2. Event activations
3. Traffic management and public transport
4. General administrative duties across the NTMEC team

SELECTION CRITERIA

Essential

1. A team player
2. Event experience
3. Demonstrated ability to remain productive whilst working under external pressures
4. Working with Children qualification (OCHRE)
5. Driver's license

Desirable

1. First aid certification
2. Experience within the desired fields referenced

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 and the role/s you would be best suited towards to Brienna.birch@nt.gov.au.

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 both doses by 24 December 2021. You will be required to provide proof of vaccine to work at NTMEC.

Applications will close at 10:00pm on 7 January 2022.