

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Event Manager</b>
<b>Responsible to:</b>	Head of Event Operations

### 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 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.

You will be engaged and have input into every aspect of the event from budgeting and event experience right through to event delivery.

### Key Duties and Responsibilities:

1. Contribute to the planning and delivery of the NTMEC event portfolio in a leadership capacity
2. Manage a team of event managers and coordinators and actively contribute to their development
3. Contribute to the planning and allocation of events, goals, outcomes, tasks and workflow across team members.
4. Provide high-level leadership and advice to the Head of Events and Operations on your event portfolio and the wider business operations.
5. Manage multiple concurrent functions across the event portfolio at any one time including but not limited to for example, event experience, content, safety, logistics and operations.
6. Review, influence and implement policies and procedures and business systems.
7. Develop and deliver initiatives and targets for each event that tie to the business strategic plan.
8. Actively participate within our work place health and safety and risk management framework driving best practise.
9. Facilitate and manage event delivery and service related contracts.
10. Engage with city, partner and event related stakeholders.

### Selection Criteria:

1. A team player who has the ability to contribute and help team members improve as people.
2. Proven ability to lead and motivate a team of people.
3. Demonstrated capacity to manage complex and concurrent events and projects.
4. Proven ability in end-to-end event management.
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.
8. A sound knowledge and understanding of the Northern Territory.
9. Proven ability to manage contracts with mutually beneficial outcomes and ensuring compliance.

10. 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:**

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