

Corporate Events Manager Position Description – September 2017

Position Title	Corporate Events Manager	Department	CEO Office
Reports to	CEO	Job Status	Part-time (20-25 hours per week), permanent

CAMS' Values

- **Respect**-We respect and value each other, our differences, opinions and all those involved in our sport.
- **Accountability**-We accept personal responsibility to do what we say we will do.
- **Excellence**-We are open to change and strive to be the best we can be in what we do and how we do it.
- **Pride**-We lead by example and take pride in our organisation and our daily activities.

Why the role exists

The Corporate Events Manager role is responsible for the coordination of CAMS' corporate events whilst providing some limited administrative support to the Board and CEO.

Duties and Responsibilities

Event Management

- End to end project and event management for:
 - AGP Corporate Hospitality (240 people over 3 days)
 - National Awards Dinner (325 people)
 - Australian Hall of Fame Gala (400 people)

Includes: setting project timelines and budgets, database management, invitation management, design and onsite setup, contractor management and ensuring that projects are performed accurately and within allocated parameters and timeframes.
- Coordinate the annual National Awards and Hall of Fame process including communication strategy in lead up to award period, attending and minuting Honours and Awards Committee meetings, managing application process, coordinating trophies, updating websites, stock control and all other processes as outlined in the Honours and Awards Operations Manual.
- Provide oversight and an advisory role for the State Awards Dinners with the State administration staff including setting budgets, ensuring consistency of events nationally.
- Work with the HR Manager to assist with the organisation of internal staff events.

General

- Comply with all occupational health and safety legislation and regulations.
- Other duties as assigned.

Administration Support

- Organise Board meetings and associated requirements.
- Collate and ensure appropriate record keeping of Board papers.
- Perform the role of Executive Officer for the Honours and Awards Committee
Includes: attend and prepare for meeting, minute taking and collation of nominations.
- Provide administrative support to the Board, CEO and business as required.

Performance Indicators

- Tasks and projects completed accurately, on time and within budget
- High standard of events
- Accurate and timely administration

Special Considerations

- Requires occasional after-hours support and attendance at events

Selection Criteria

Essential

- Experience as an Event Coordinator organising small to medium sized corporate events with end to end project and event management
- Strong administrative skills with project administration experience
- Excellent organisation and planning skills
- Strong attention to detail
- High level interpersonal and communication skills with strong grammar and written skills
- Proven ability delivering outstanding customer service and dealing with difficult customers
- Ability to prioritise and remain calm and organised under pressure
- A creative flair for events with initiative and a can-do attitude
- Confidential with demonstrated experience working on confidential matters
- Team player and strong commitment to working as part of a team
- Highly skilled in the use of Microsoft Office programs
- Flexibility to work after hours and on weekends when required

Desirable

- Experience acting as a personal assistant or executive assistant working with Boards, preparing meeting documentation.
- Experience working with volunteers, member-based organisations or in sport