

ROLE DESCRIPTION

ROLE TITLE	Events Coordinator
DEPARTMENT	Operations & Engagement
ACCOUNTABLE TO	Director of Finance and Operations
DIRECTION FROM	Leader of Development and Engagement

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

The Events Coordinator will coordinate all aspects of key College and community events ensuring they execute the production of high-quality events from conception through to completion. The Events Coordinator will build and maintain relationships with stakeholders, provide administrative and logistical support, and liaise with a wide range of organisations to develop and deliver events. They will be responsible for appropriately staffing events, while ensuring this staff has the appropriate training to meet their work requirements and the compliance obligations of the College.

This role does not have line-management responsibility for staff. The Events Coordinator works collaboratively with internal staff, contractors and volunteers but does not supervise employees.

ROLE RESPONSIBILITIES

Event Management:

- Plan and coordinate school wide event programmes in line with key strategic objectives.
- Coordinate event budgets in accordance with approved allocations and College financial procedures, and monitor and report on expenditure? Maintain records and data management in relation to College events.
- Develop a range of College communications, publications and materials to support and promote activities and events.
- Liaise with Facilities Manager and Canteen Manager to ensure events are prepared and catered for where appropriate.
- Manage bookings, ticketing and other arrangements.
- Liaise and agree conditions of use of College facilities.
- Build and maintain effective working relationships with key stakeholders and staff to support the planning and delivery of events, including coordination of risk assessments, insurance requirements, traffic management, staffing arrangements, occupational health and safety compliance and resource allocation in accordance with College procedures.
- Prepare event risk assessments and ensure compliance documentation is completed and escalated in accordance with College procedures
- Coordinate all internal staff and community volunteers required for all key internal College events.
- Organise photography and video (as required) at key internal events.
- Attend school functions and events as required.
- Coordinate and support the role of Production Manager / Stage Manager for the annual College Production, working closely with relevant staff, contractors and the Auditorium Manager.

Auditorium Responsibilities:

- Be the first point of contact for internal and external users of the Auditorium.
- Liaise with the Auditorium Technical Coordinator regarding the use and maintenance of the Auditorium including security and set up requirements.



- Liaise with relevant internal and external technical staff regarding the use and operation of the Auditorium.
- Coordinate the organisation of seating, staging and air conditioning as required for various events and functions.
- Promote the Auditorium to community groups and other organisations in order to optimise usage.
- Market the auditorium including digital web and social media presence.
- Maintain and update digital signage content where necessary within the Auditorium foyer with daily schedule and upcoming events.
- Work with College Administration staff to ensure bookings are managed in relation to College school events and external events.
- Coordinate use of Auditorium by external parties outside of normal College hours including entry and exit times.
- Communicate relevant pricing structures to external users.
- Assist the Director of Finance & Operations in generating contracts and procedures for external hires of the Auditorium.
- Assist the Director of Finance & Administration with the coordination and administration of deposits, bonds and insurance documentation for external hires, in accordance with College procedures
- Exercises good stewardship of College resources.

Other:

- Duty Manager / Venue Manager responsibilities
- Promote the principles of Workplace Health and Safety within the workplace in accordance with College policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.
- Any other duties as required.
- Occasionally working outside of ordinary hours, including evenings and weekends, will be managed in accordance with the applicable Enterprise Agreement, including time off in lieu or overtime where applicable.

EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Schools Australia Policy Statements.
 - Catholic Education Commission of Western Australia Policy Statements.
 - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

ROLE CRITERIA

Essential Criteria:

- Experience in events management or similar role, preferably in a school setting.
- Organised with the ability to prioritise tasks/workloads and the ability to meet deadlines.
- Willingness to be flexible with working hours to facilitate the preparation and execution of occasional events, including evening and weekend work.
- Willingness to undertake induction and training on the technical aspects of the Auditorium
- Strong administrative skills and experience with a range of digital tools and platforms.



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- Proven high-level interpersonal skills with a demonstrated ability to engage positively and collaboratively with stakeholders in building engagement, securing resources and providing support.
- Demonstrated experience working with a range of stakeholders.
- Ability to demonstrate innovative and creative thinking.
- Ability to work autonomously with limited supervision where required as well as part of a team.
- Working with Children Check.
- National Police Check.

Desirable Criteria:

- Certificate IV in Event Management, Marketing, Arts, or relevant field.