

## **POSITION DESCRIPTION EVENT MANAGER**

Position title:	Event Manager
Location:	Canberra
Level:	Benchmarked against median APS5-APS6 (based on skills and experience)
Reporting to:	Program Director
Job type:	Full-time (37.5 hours per week)
Term:	6 - 24 months (with option to extend)

### **About IPAA ACT**

IPAA is the professional body focused on the promotion of excellence and professionalism in public administration. We are a non-profit and non-partisan organisation that works in partnership with the public sector, the private sector, academia, and other institutions to provide a platform for debate and discussion about improving and striving for excellence in public administration in Australia.

We offer a flexible and diverse working environment in a supportive team.

### **About You**

IPAA is looking for an enthusiastic person to take an important role as Event Manager. The ideal person will be organised and reliable, and will have experience organising and delivering events in another organisation. The role involves a high degree of autonomy and will be rewarding for someone with initiative and energy. You will be an integral part of a small and dynamic team, working under the direction of the Program Director.

### **Statement of Responsibilities**

The Event Manager will support the Program Director to develop and deliver the entire IPAA ACT program. This includes responsibility for the oversight of logistics for all IPAA ACT events—including coordinating venues, AV, digital transmission, registration, calendars, and feedback—as well as for overseeing and assigning event-related tasks for a small events delivery team.

## **Position Duties**

- Oversight of logistics for all events, including venue booking, AV services, registration set-up and management, maintenance of digital checklists and calendars, and survey & feedback collation
- Coordination of digital event delivery, including management of digital platforms
- Assigning of event-related tasks for two Event Coordinators
- Management of event budgets
- Providing event speakers and their staff with briefing material and other support
- Stakeholder engagement and liaison with suppliers, internal IPAA committees, and others
- Assisting with design and articulation of future events
- Contribution to process improvement and development
- Support to the Program Director to deliver a high-quality program of events

## **Required Qualities**

- Organised, reliable, and professional
- Ability to plan, initiate, and see projects through to completion
- Strong personal and organisational skills
- Enthusiastic and committed to good-quality work
- Capacity to negotiate competing priorities and concurrent deadlines
- Good written and verbal communication skills
- High attention to detail and accuracy
- Can-do attitude

## **How to apply**

Please submit your CV with a one-page cover letter outlining the skills and experience you can bring to this role to the below email.

## **Contact**

Dylan Clements

IPAA ACT

E: [dylan.clements@act.ipaa.org.au](mailto:dylan.clements@act.ipaa.org.au)

P: 02 6154 9800

M: 0433 110 573