

POSITION DESCRIPTION

Position title:	Event Coordinator
Location:	Canberra
Salary range:	\$65,270 - \$73,427 (plus 10% superannuation)
Reporting to:	Events Manager, IPAA ACT
Job type:	Full time (37.5 hours per week)
Term:	1 year (with option of extension)

About You

IPAA ACT is looking for someone enthusiastic to join the team as an Event Coordinator. The Event Coordinator works in a small but active team under the direction of the Event Manager. The ideal candidate is organised and reliable and is a strong communicator with a natural ability to build positive and effective relationships. The role suits someone with energy, initiative, a desire to learn, and an eye for detail.

About IPAA ACT

IPAA ACT is the professional body focused on the promotion of excellence and professionalism in public administration in the ACT. We are a non-profit and non-partisan organisation which 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.

Statement of Responsibilities

The Event Coordinator will support the Event Manager with the delivery of the IPAA ACT program of physical and digital events. This includes organising all logistics—including coordinating venues, AV services, digital transmission, registration, calendars, administration, and feedback, as well as managing relationships with stakeholders. The Event Coordinator will work with the Event Manager on:

- Working with partners and providers to coordinate event logistics, including venue, AV, production, catering, and marketing and communications material
- Management of event registrations and invoicing in IPAA ACT's event management platform
- Engaging with departments and agencies on ticketing and attendance matters
- Creating briefing documents
- Supporting event speakers and their staff
- Management of physical, digital, and hybrid events
- Other duties as required to deliver high-quality events.

The position is accountable to the Event Manager, working closely with the Program Director, to ensure the delivery of high-quality service to IPAA ACT members.

The role includes flexible working arrangements, to be managed under the guidance of the Program Director and in consultation with the IPAA ACT Team.

Skills and Attributes

- Ability to develop and maintain strong relationships, and to present professionally and courteously with stakeholders
- Good verbal and written communication skills
- High attention to detail and accuracy
- Organised with the ability to prioritise and balance concurrent tasks to meet deadlines
- Proficiency with digital programs including Microsoft Excel, Adobe Acrobat and event management software
- Ability to work autonomously as well as part of a team, solve problems and take initiative
- Curiosity and willingness to learn, with interest in the Australian public sector

How to Apply

Please submit a one-page expression of interest summarising relevant skills and experience, along with your resume to:

Contact

Jo Girdler

Event Manager, IPAA ACT

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Applications close

5.00pm on Thursday 31 March 2022