



ROLE STATEMENT

THE POSITION:		SENIOR EVENTS COORDINATOR
POSITION NUMBER/CLASSIFICATION:		6065 / VPS 4.1
REPORTS TO:		Events Manager
WORK UNIT:		Events
ORGANISATION:		National Gallery of Victoria
LOCATION:		180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW		June 2018
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	To coordinate the organisation and management of events, including all catered functions and exhibition openings, for internal and external clients as requested.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none">1. Work with the Events Manager to plan, coordinate and deliver the NGV events program. This includes generating new ideas and developing creative concepts for upcoming events.2. Develop and produce plans for the management and coordination of all activities associated with organising an event or function including the use of event software. This includes such things as catering, venue, security and administration. Attend events to ensure all aspects run smoothly and manage any potential or actual issues.3. In the absence of the Events Manager, take on the responsibility of ensuring all objectives are delivered for events and supervise and/or mentor staff, volunteers and tertiary students, contributing to their professional development.4. Lead and manage projects. This includes collaborating with other departments, as required, to ensure the achievement of successful project outcomes.5. Liaise with NGV departments and external stakeholders, including donors, support groups and corporate partners; to coordinate and deliver events. Work with the Corporate Partnerships team to develop and implement Events packages.6. Liaise with and supervise external contractors undertaking tasks at the NGV associated with events, where relevant. Ensure that a good working relationship is developed through consistent actions, communication and contract management.7. Prepare and monitor expenditure against budgets associated with NGV events, whilst ensuring appropriate financial procedures are adhered to.8. Support the Events Manager to explore and identify new revenue streams for the NGV which may include sponsorship and in-kind support for events as well as new commercial opportunities.	

	<p>9. Be responsible for the maintenance of all documentation relating to management of events, ensuring that records are created and managed according to the Records Management policy and procedures.</p> <p>10. Contribute to departmental and team goals and participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).</p> <p>11. Participate in and support organisational change initiatives and model NGV values and behaviours.</p>
2. THE PERSON – KEY SELECTION CRITERIA	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Demonstrated experience in the planning, coordination and delivery of events for a high profile organisation, including relevant experience with event software packages. 2. <u>People management</u>: ensures effective people management and modelling, clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development. Empowers others by investing them with the authority and latitude to accomplish tasks and appropriately delegates responsibilities to further the development of others. 3. <u>Service excellence</u>: constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same; takes responsibility for correcting problems promptly and without becoming defensive, makes specific changes in work methods to improve outcomes, quality and timeliness of service; and monitors client and stakeholder satisfaction. 4. <u>Organisational skills</u>: identifies processes, tasks and resources required to achieve a goal, identifies more and less critical activities and operates accordingly, reviewing and adjusting as required and recognises barriers and finds effective ways to deal with them. 5. <u>Drive and commitment</u>: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, sets high standards of performance for self and others and enjoys a vigorous and dynamic work environment. 6. <u>Resilience</u>: perseveres to achieve goals, even in the face of obstacles; remains calm and in control under pressure and accepts constructive criticism in an objective manner, without becoming defensive. 7. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and works well with other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.



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3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Understanding of the arts industry and relevant government legislation would be useful. • Understanding of the protocol and standards required of a high profile organisation. • A flexible approach in regard to hours of work. There will be a requirement to work after hours and weekends from time to time.
4. KEY RELATIONSHIPS	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> • Contractors such as catering, security and labour; • Corporate Partners/Sponsors, Corporate Members and affiliated organisations; • Other departments, including but not limited to Assets & Facilities, Corporate Partnerships, Directorate, Foundation, Fundraising, Public Programs and Members.
5. OTHER RELEVANT INFORMATION	<ul style="list-style-type: none"> • The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment. • Hours of duty will be according to work unit requirements. • All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security & Environment Inductions. • In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources. • It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time. • Conditions of employment are pursuant to the NGV's Enterprise Agreement. • All new appointments are subject to a three month probationary period which may be subject to review.
6. ABOUT THE ROLE STATEMENT	<p>As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.</p>



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7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____