ROLE STATEMENT

THE POSITION:	**EVENTS ASSISTANT**
POSITION NUMBER/CLASSIFICATION:	6095 / VPS 2.2
REPORTS TO:	Events Manager
WORK UNIT:	Events
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	October 2021

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 catered functions and exhibition openings, for internal and external clients as requested.
1. ACCOUNTABILITIES (DUTIES):	In fulfilling the primary focus of the position the incumbent will typically: 1. Coordinate activities associated with organising an event or function including catering, venue, security, virtual content, administration and attend events to ensure all aspects run smoothly and assists to resolve any potential issues. 2. As part of a team, coordinate internal and external NGV Stakeholder events including: Exhibition Openings, Media Previews, Fundraising and Donor events, Sponsor and Business Council events. 3. Assist the Events Manager and Senior Events & Creative Projects Officer with event coordination and logistics as required and deputise for these colleagues when required. 4. Liaise with NGV departments and external stakeholders including donors, support groups and corporate sponsors to coordinate and deliver events. Be responsible for articulating and presenting creative concepts, negotiating to implement well-planned timelines to achieve desired outcomes. 5. Liaise with external contractors, such as catering and security, undertaking tasks at events. Ensure good working relationships are developed through consistent actions and communication. 6. Be responsible for the maintenance of all documentation relating to management of events and ensure that records are created and managed according to the Records Management policy and procedures. 7. Prepare and monitor expenditure against budgets associated with NGV events, ensuring appropriate financial procedures are adhered to. 8. Assist with the coordination of administrative and word processing tasks including event bookings, invitation lists and rsvp management. Undertake other tasks as may be required.

	9. Contribute to departmental and team goals and participate in and support organisational change initiatives and activities as required, modelling NGV values and behaviours (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).
2. THE PERSON – KEY SELECTION CRITERIA	To achieve the purpose of the position, the following attributes are required: 1. Sound experience organising a wide range of events within the corporate sector or arts industries, and in the provision of food and beverage. 2. Service excellence: Aims to exceed targets, sets personal standards of excellence and measures outcomes against them, strives to deliver outcomes in a timely manner. Looks for new or more precise ways of meeting goals set by others. Maintains quality in the face of time pressure 3. Organisational skills: 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. 4. Communication: Prepares basic letters, emails and reports using clear, concise, and grammatically correct language. Clearly explains information and listens to feedback, speaks clearly and concisely, and keeps people interested when speaking. Uses a polite and considerate manner when dealing with others. 5. Drive and commitment: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, accepts changed priorities without undue discomfort, sets high standards of performance for self and others and enjoys a vigorous and dynamic work environment. 6. Resilience: 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. Relationship building and teamwork: 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.
3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE	• A flexible approach in regard to hours of work. There will be a requirement to work after hours and weekends from time to time. • Understanding of the protocol and standards required of a high profile organisation. • Understanding of the arts industry and relevant government legislation.

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4. KEY RELATIONSHIPS	Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following: • Other NGV departments, such as Audience Engagement, Corporate Partnerships, Media, Exhibitions and Collections Operations, Facilities and Operations, Finance, Fundraising and Multimedia • NGV's Catering Contractor • NGV's Security Contractor
5. OTHER RELEVANT INFORMATION	• 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 *Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015*, 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. • The NGV requires all employees to have an understanding of its Risk Management Framework. • 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	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.
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____

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8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____