**Senior Producer – Special Events**

**Be part of NSW’s leading LGBTQ health organisation, ACON, and help the organisation connect with the communities it serves**

* Full-Time (70 hours / fortnight)
* Fixed-Term Contract (April – November 2025)
* Based in Gadigal / Sydney

**Ok, so what’s the role?**

From August to October 2025, ACON is holding a series of events to mark its 40th anniversary. It will be a time to mark to ACON’s impact to the health and wellbeing of sexuality and gender diverse people in New South Wales. In celebrating this important milestone, ACON will work to foster further engagement with our communities, strengthen our connections with stakeholders and build our supporter base through fundraising and marketing initiatives.

The *Senior Producer – Special Events* is responsible for planning and executing all programming, production, operational, logistic and technical aspects in the preparation and implementation of ACON’s 40th Anniversary Program.

Working collaboratively with the *Director, Marketing, Communications and Fundraising*, and with key ACON staff and project teams, the role plans and produces special events and activities in line with the organisation’s event project plan.

Bringing a creative and innovative approach, the role advises on the production strategies and actions required to deliver a compliant event program – on time, within budget – maintaining leading practice processes to deliver ACON’s portfolio of anniversary events and activities.

The *Senior Producer – Special Events* is expected to utilise high-level strategic and critical thinking skills, and this role encompasses talent and stakeholder management, venue and production management, along with new event inception.

This is a creative and hands-on role that involves all aspects of special events management – from programming, planning, production and implementation – to successfully deliver a multi-faceted anniversary program held over multiple events.

**Who are we looking for?**

* Someone with relevant tertiary qualifications and/or demonstrated experience in event management, or related field at an appropriate level.
* A person with demonstrated experience in high-volume events management.
* Someone who can demonstrate experience in event and/or festival programming.
* A person with demonstrated experience in technical and production management of events and/or festivals including scoping, determining project resources, budgeting processes and project delivery.
* Someone who can demonstrate experience in building and managing successful relationships with suppliers, sponsors, performers and other staff to ensure successful delivery of events.
* A person with demonstrated ability to think strategically to achieve goals and objectives.

**What else can we tell you?**

ACON provides a colourful, nurturing, and fun workplace. Our employees and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver innovative community engagement and health promotion programs and initiatives for our communities.

To support the successful candidate in their new role at ACON we offer:

* Flexible working arrangements.
* Generous learning and development opportunities.
* Supportive working environment with a knowledgeable and friendly team.

**What’s the remuneration and working details?**

**Salary**: $112,000 - $114,500 (*Gross per-annum, PLUS* S*uperannuation and Leave Loading*) – pro rata for 6 to 7 months.

**Location**: ACON’s Gadigal / Sydney Office, with flexible working options a possibility (away from the office).

**Hours:** Full-Time (70 hours per fortnight) on a 6 to 7 month fixed-term contract.

During the anniversary program, to deliver events as required, you will be expected to work outside of regular business hours, including late nights and on weekends.

We offer flexible working arrangements and a generous array of benefits and entitlements often above the National Employment Standards (NES) including:

* Salary Packaging up to $35,000 gross up value (i.e., currently up to $15,900 Expenses + $2,650 Meals, tax free).
* Generous pro-rata leave entitlements.
* Employee Assistance Program (EAP) – access to a comprehensive counselling service free to employees.
* Access to discounted unique accommodation experiences to improve employee health and wellbeing.

**How can I find out more details and apply?**

If this sounds like you, we invite you to apply to join our team and help us make a meaningful impact on the lives of those we serve. By joining us, you will be part of a mission to create a healthier and more inclusive community. We highly encourage Aboriginal and Torres Strait Islander people, people from CALD backgrounds, people with disabilities, and people of all genders to apply.

For more information on the role, please contact Reg Domingo, *Director, Marketing Communications & Fundraising*, via email at rdomingo@acon.org.au or (02) 9206 2000.

If this sounds like the position and organisation you’ve been looking for, find out how to apply at www.acon.org.au/jobs.

All applications must include:

1. Your completed *ACON Employment Application Form* – with all the details filled in where requested;
2. Your *Cover Letter* outlining how you meet the *Selection Criteria* (max. 3 pages); and
3. Your *Resume* (max. 3 pages).

**Applications Close: Wednesday 2 April 2025**

*[Proposed Commencement: 22 April 2025]*

We are grounded in the belief that diversity is our strength, our differentiator, and at the core of who we are and what we do. As part of our commitment to inclusion, we encourage applications from people living with HIV, Aboriginal and Torres Strait Islander people and LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

[www.acon.org.au](http://www.acon.org.au)

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| APPROVED: Director, MC&F | Senior Producer – Special Events | Mar 2025 |

**Position Title:** Senior Producer – Special Events

**Work Level:** Specialist

**Reports To:**  Director, Marketing Communications & Fundraising

**Direct Reports:**  Project Volunteers (community members)

**Position Overview**

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**Main Activities**

* Implement high level planning and organisation of allocated event projects utilising sound event project-management techniques in accordance with ACON’s principles and standards (including WH&S and Risk Assessment) to ensure effective and timely delivery of all components of agreed event projects.
* Work with key ACON staff and projects, internal/external stakeholders and other partners, lead the strategic programming of the event calendar that meets the goals and objectives of the anniversary program.
* Provide high-level strategic advice, guidance and ideas in the development of the event program that addresses the requirements of the organisation.
* Coordinate all aspects of event project-management, risk-management and post event analysis to ensure the delivery of creative, innovative and first-class events in ACON’s 40th Anniversary program.
* Coordinate all technical requirements of events, engaging and supervising contracted tech providers and venue technicians, and source specialist equipment as needed.
* Undertake formal risk assessments for events in the program then document and implement appropriate risk mitigation planning.
* Ensure compliance with all planning and licensing requirements for all events and activities.
* Maintain the day-to-day supervision of the production and operation of the event program and provide clear and concise advice and recommendations as required.
* Provide strong logistical support and detailed planning across all event projects.
* Report on overall event project progress and performance to relevant senior ACON management and/or funding bodies as required and specified in event project plan.
* Make corrections, changes and additions in light of changing circumstances to ensure event project aims, objectives and outcomes are met.
* In collaboration with the *Director, Marketing, Communications and Fundraising*, prepare and issue approved contracts, ensuring fully executed supplier agreements are in place for all areas of remit.
* Coordinate and supervise contractors and suppliers to ensure event delivery.

**Main Activities** (continued)

* Develop, maintain, review and comply with event project budgets as delegated.
* Provide accurate, timely and appropriate reports as required.
* Engage business units within ACON to utilise the services of the business unit to ensure smooth and effectively delivery of the event program.
* Ensure all organisational policies and procedures are maintained in the delivery of the event program.
* Foster and maintain co-operative, appropriate and effective collaborative relationships with a range internal and external stakeholders, with a demonstrated commitment to excellence.
* Administer, support, train and evaluate volunteer workers, while ensuring they are properly onboarded and documented in accordance with relevant ACON policy & procedures.
* Actively participate in, and contribute to building an effective and positive team culture and information exchange; and an ongoing process of supervision, unit meetings, team meetings, and general staff meetings.
* Champion the development and sustained implementation of diversity and inclusion initiatives within the workplace, actively promoting a culture that respects, celebrates and cultivates differences among staff and volunteers.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

**Selection Criteria**

**Essential:**

1. Relevant tertiary qualifications and/or demonstrated experience in event management, or related field at an appropriate level.
2. Demonstrated experience in high-volume events management.
3. Demonstrated experience in event and/or festival programming.
4. Demonstrated experience in technical and production management of events and/or festivals including scoping, determining project resources, budgeting processes and project delivery.
5. Demonstrated experience in building and managing successful relationships with suppliers, sponsors, performers and other staff to ensure successful delivery of events.
6. Demonstrated ability to think strategically to achieve goals and objectives.

**Capabilities and Knowledge:**

1. High-level planning, project management and organising skills.
2. Excellent time management skills and the ability to prioritise work and manage concurrent projects with competing deadlines.
3. High level computer literacy – Microsoft packages and knowledge of event/project management software.
4. Well-developed written and oral communication skills, including ability to communicate with a range of stakeholders.
5. Demonstrated problem solving skills in event management with an ability to initiate and respond effectively to change.
6. Demonstrated skills in the areas of marketing and promotion of events and projects.
7. Demonstrated ability to develop and manage risk assessments in relation to public events.
8. Demonstrated ability to work independently, undertake several projects simultaneously and meet deadlines.
9. Demonstrated commitment to EEO, Workplace Health and Safety and ethical principles.
10. Strong understanding of and commitment to ACON’s communities, as well as all LGBTQ people and people living with HIV.
11. Current NSW Class C Driver’s Licence.

**Desirable:**

1. First Aid qualifications (current).
2. RSA (current).
3. Recommended vaccinations against illness that may adversely impact ACON’s communities.

**How do I apply?**

You must email us the following three documents in MS-Word or PDF format to vacancy@acon.org.au:

* + 1. **Your completed ACON application form – with all the details filled in**

You can download this at <https://www.acon.org.au/about-acon/jobs/>

* + 1. **Your Cover Letter outlining how you meet the Selection Criteria**

Tell us how you meet each of the Selection Criteria in the Position Description in detail.

Tell us how your skills and experience relate to the requirements of the role and how you’d use them to excel in this job.

To do this, please address each criterion separately. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.

* + 1. **Your Resume**

Tell us about your current and previous employment and your education. Be sure to include:

1. Your **Name**, **Contact Details** and preferred **Pronouns**.
2. Your **Education** including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.
3. Your **Work Experience** including jobs, internships, and volunteer work.

**How does recruitment work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application, cover letter and resume. You will receive an email acknowledging receipt of your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applications and offer interviews to those applicants whose applications best address the requirements of the position.

**3) Interview**

If you are shortlisted for interview, you will be contacted by the Recruiting Manager and invited to an interview. Your interview may take the form of a question-and-answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The Recruiting Manager will let you know the format of the interview and any documents, presentations, or examples of previous work that you might need to bring with you.

**4) Offer**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most qualified and capable of carrying out the duties of the position will be offered the role. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks, Proof of Vaccination and Working with Children Checks (if applicable).

**5) Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack from the People and Culture Team including your contract and other documents (E.g., the ACON Code of Conduct, Tax File Declaration, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the People and Culture team, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-3 business days acknowledging receipt of your application, and informing you of the date by which all successful applicants will be notified they have progressed to the next stage of the recruitment process. If you have not been contacted by this date, then unfortunately your application has not been successful.

If you are successful in gaining an interview, the Recruiting Manager will contact you to arrange a suitable date and time for interview. If you are not selected for an interview, you will not receive any further notifications regarding your application for this role. We appreciate the time you took to respond to our advertisement, and for your interest in ACON, and encourage you to apply for future roles that are advertised that fit your skills, experience, and qualifications.