

# POSITION DESCRIPTION

**Position Title:** Events Support Officer

**Work Level:** Operational

**Reports To:** Events Manager

**Direct Reports:** This position does not have any employees reporting into it

## Position Overview

The Events Support Officer provides support for all divisional events and event administration, from major annual events to smaller programmatic events.

## About The Pride Inclusion Programs Team

ACON's Pride Inclusion Programs provides Australian employers, National and State Sporting Organisations, health and care-based organisations with specialist advice, training and consulting services covering all aspects of lesbian, gay, bisexual, transgender and queer (LGBTQ+) inclusion.

This national suite of programs, which includes Pride in Diversity, Pride in Sport, Pride Training and Pride in Health & Wellbeing, incorporates Australia's only LGBTQ+ Workplace, Health and Sporting Inclusion Awards, in addition to the national Pride in Practice Conference and Pride in Sport Summit.

## Main Activities

This position involves assisting with pre-event organisation and planning, including:

- ✓ Assist with pre-event organisation and planning including:
  - Event planning
  - Ticket registration
  - Social media promotion
  - Management of attendee/guest/VIP lists
  - Communicating with the venue, suppliers, talent, attendees and internal staff in the lead up to the event
  - Proofing event documentation
  - Assisting with trophy documentation, checking and packing
  - Assisting with materials checking, packing and booking couriers
  - Assisting with pre-event documentation and administration as required/requested by your manager
- ✓ Work closely with Events Manager to ensure successful end-to-end execution of all divisional events. This may include but is not limited to:
  - Venue setup and pull down
  - Assisting the on-site Audio-Visual team and production staff
  - Liaising with entertainers, MCs and VIPs during the event
  - Activities that promote the smooth running of the event on the day as designated by your manager
- ✓ Other duties to assist with the work of the events unit as requested by your manager
- ✓ General administrative support to the broader division when needed.
- ✓ Manage incoming orders for divisional-wide merchandise and distribution.
- ✓ Comply with and contribute to work, health and safety policy objectives within the workplace, actively promoting a culture that prioritises healthy and safe workplaces for all.
- ✓ Implement assigned activities from ACON's key strategic plans in line with other priorities, including the Reconciliation Action Plan, Multicultural Engagement Plan, and ....
- ✓ 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.
- ✓ Actively participate in, and contribute to building an effective and positive team culture, continuing professional development, information exchange and quality improvement activities; and an ongoing process of supervision, unit meetings, team meetings, and general staff meetings.

APPROVED: Director, ACON's Pride Inclusion Programs	Position Title: Events Support Officer	January 2026
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## Selection Criteria

### Essential:

1. Knowledge of, and experience using PowerPoint, Word and Excel
2. Understanding of how to curate and post key messages/content onto critical social media platforms such as Linked-In
3. Ability to work independently and as part of a collegiate team; willing to assist across all areas during peak times.
4. Highly organised and efficient, including the ability to manage multiple tasks successfully.
5. Ability to maintain professional conduct when dealing with clients and stakeholders at all ACON aligned events
6. Ability to manage personal social media engagement in alignment with ACON's policy and practices.
7. Understanding of and commitment to ACON's communities, particularly people living with HIV.
8. Previous experience supporting the planning and organisation of events.

### Desirable:

1. Current Drivers Licence
2. Knowledge of online tools such as Mailchimp, Survey Monkey, JotForm and ticketing platforms.
3. Recommended vaccinations against illness that may adversely impact ACON's communities.

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