

# 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.

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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.