

Monday 27 March 2023

## **POSITION DESCRIPTION [CONTRACT]**

### **ROLE – CONFERENCE MANAGER**

### **TIME REQUIRED – PART TIME BUILDING TO FULL-TIME ON CONTRACT UNTIL 30 NOVEMBER 2023**

Commencing at part time in May and building to full time in October and November. Days being completed as half days would be beneficial for the project in the first few months.

### **WFH POSITION BASED ANYWHERE IN VICTORIA**

### **PROJECT RATE NEGOTIATED BASED ON EXPERIENCE**

Must have ABN.

Reporting to the Director of BKA Events, this is a truly dynamic and exciting role that will suit a passionate, experienced manager, who has operated and supported a wide variety of conferences.

You will need to be flexible and happy to work from home. Part of the responsibilities for this role, the successful applicant must be prepared to travel for work as required. The ability to work additional hours and work outside of standard hours will also be required at times.

BKA Events is a small and driven team. The team works together as required to ensure successful delivery of business and client activities. In return, you'll get a supportive workplace that values their people and prioritises work-life balance.

## DUTIES OF THE CONFERENCE MANAGER ROLE INCLUDE (BUT NOT LIMITED TO):

- Project lead and on-site management of a November conference and associated social functions
- Facilitating client and organising committee meetings including agenda preparation and minute taking where required
- Setting, communicating, and maintaining timelines and priorities for lead events (project planning)
- Managing operational and administrative functions to ensure our events are delivered efficiently
- Adherence to remain within client-approved budget
- Source, negotiate and manage relationships with vendors and suppliers
- Oversee Conference Coordinator's duties:
  - Registration management
  - Speaker management
  - Partner and Exhibitor management
  - Program management
  - Production of marketing materials including creation and dissemination
- Supervision of all event-relevant staff (Event Coordinator, Registration Manager, Stage Manager, AV Manager, Volunteers etc.)
- Ensure event is completed smoothly and step-up to resolve any problems that might occur
- Ensuring excellent customer service and quality delivery
- Analyse the event's success and prepare reports
- Assist with any additional responsibilities as reasonably required

## SKILLS AND OTHER REQUIREMENTS:

- Intermediate knowledge of MS office, especially Word and Excel
- Intermediate knowledge of G-Suite and/or Airtable would be an advantage
- Ability to prioritise and multi-task
- Ability to work autonomously and in a team

## PERSONAL SPECIFICATION:

- Strong attention to detail
- Organisational skills
- High-level written and verbal communication skills
- Ability to work under the pressure of deadlines
- Positive and enthusiastic
- Strong sense of teamwork
- Flexibility to work outside of standard hours
- Ability to travel for work during and outside of standard hours on occasion
- Commercial awareness
- Knowledge of the importance of Health, Safety and Security, Equal Opportunities, and the Protection of Children and Vulnerable Persons

## EXPERIENCE AND QUALIFICATIONS:

- Minimum 5 years' senior conference and event management experience
- Experience working with non-profits and associations is highly desirable
- Qualification in event management or equivalent relevant qualification

Please send your CV to: [admin@bkaevents.com.au](mailto:admin@bkaevents.com.au)

If you have any questions, please contact:

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