

Monday 27 February 2023

## **POSITION DESCRIPTION**

**ROLE: Conference and Event Manager**

**TIME REQUIREMENT: Part time fixed-term contract to 31 March 2024**

Initially 0.4 FTE ideally with business hours undertaken over 3-4 days (either 4 x half days, or 1 full day plus 2 x half days)

Capacity to increase part time fraction if workload increases

Possibility for contract extension or to become an ongoing position

**WFH POSITION BASED ANYWHERE IN VICTORIA**

**SALARY PRO-RATA:** Up to \$80,000 including superannuation (in-line with experience)

BKA Events is an innovative cloud-based consultancy with staff members located in metropolitan and regional areas. We manage projects Australia wide and occasionally internationally for our clients across a variety of sectors. We deliberately work with a limited number of clients at any time so each client and project is given the team's full attention.

Reporting to the Director of BKA Events and taking direction from Senior Staff as required. This is a truly dynamic and exciting role that will suit a passionate, talented events person, who has operated and supported a wide variety of conferences and events. Whilst we all have our specific roles within the company and need to be able to work autonomously, the team pitches-in and works together to ensure successful delivery of all business and client activities.

You need to be flexible and happy to work from your own home office. You also need to be prepared to travel for work including for meetings and events. The capacity to work additional hours at peak times and work outside of standard business hours will also be required at times with time in lieu. In return, you will be part of a supportive workplace culture that values its people, prioritises work-life balance, and is understanding of parental and other duties.

DUTIES OF THE EVENT MANAGER includes but not limited to:

- Project lead and on-site management of conferences, special events and virtual/hybrid events
- Facilitating client and organising committee meetings including agenda preparation and minute taking
- Setting, communicating, and maintaining timelines and priorities for lead events (project planning)
- Managing operational and administrative functions to ensure our events are delivered efficiently
- Create and maintain event budget and adherence to client-approved budget
- Source, negotiate and manage relationships with vendors and suppliers
- Prepare communications
- Oversee promotional activities
- Overseeing filming and production
- Registration management including answering phone and email enquiries
- Speaker management
- Partner and Exhibitor management
- Program management
- Utilising BKA Events preferred digital platforms (training provided)
- Overseeing production of marketing materials including creation and dissemination
- Supervision of event-relevant staff (Event Coordinator, Registration Manager, Stage Manager, AV Manager, Volunteers etc.)
- Ensure events are delivered 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
- Support BKA Events general business functions with administration duties as needed
- Assist team members with new business acquisition including tender preparation, pitching, attending occasional industry events which may be outside of standard working hours (Victoria wide as needed)
- Assist with any additional responsibilities as reasonably required

#### SKILLS AND OTHER REQUIREMENTS:

- Utilise your own home office set-up including laptop, phone, Internet access and furniture
- Intermediate knowledge of MS office, especially Word and Excel
- Intermediate knowledge of G-Suite would be an advantage
- Knowledge of Airtable, Canva and Adobe Acrobat DC would be an advantage but not essential
- Driver's licence

#### PERSONAL SPECIFICATION:

- Capability to work on a variety of conferences and events in any location (several times and locations each year)
- Flexibility to work outside of standard hours
- Ability to travel for work during and outside of standard hours (on occasion)
- Ability to prioritise and multi-task
- Ability to work autonomously and in a team
- Strong attention to detail
- Organisational skills
- High-level written and verbal communication skills
- Technologically savvy
- Ability to work under the pressure of deadlines
- Positive and enthusiastic
- Strong sense of teamwork
- 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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Administration and Experience Executive

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