

POSITION DESCRIPTION

Events Assistant Producer (POS2029) (POS2221)
(POSXXXX)

Directorate:	Community & Culture	Department:	Events
Position Grade:	9	Reports to:	Strategic Events Lead
Last review:	April 2022	Next review:	April 2024
		Version No.:	3.0

Position purpose:

The Event Assistant Producer will be responsible for supporting events delivery across a suite of large and small-scale public events and activations. These events will be held at various sites within Liverpool Local Government Area, including Casula Powerhouse Arts Centre and city precincts. The Event Assistant Producer will work in conjunction with internal departments to deliver event proposals and requests aligning to Councils' strategic plan.

Key accountabilities/responsibilities:

Responsible for:

- 1) Supporting the Strategic Events Lead and Major Events Producers in the delivery of Councils public and business events program in line with an assigned role and responsibilities, deadlines and project management framework.
- 2) Coordinate any assigned components of high-profile events under the direction of Major Event Producer, such as stallholder acquisition, sourcing of contractors and performers, ticketing, supplier briefing and event administration.
- 3) Produce and lead the programming and operational aspects of smaller scale events and activations across Liverpool Local Government Area including precincts and venues (such as Liverpool CBD, Carnes Hill Precinct and Casula Powerhouse Arts Centre) in line with an agreed brief, budget and project management framework to meet Councils' strategic direction.
- 4) Assisting in the delivery of these events within agreed timelines and budgetary requirements, providing cost estimates and reporting where required
- 5) Drafting of event briefs and proposals for small scale events and activations for internal Council departments.
- 6) Preparing event-related documents for key stakeholders as required, including supplier briefs, production schedules, onsite documents and risk assessments
- 7) Collaborating with Councils' Communication and Marketing team to provide event collateral, promotional outlines and assist in meeting attendance and reach KPIs.
- 8) Coordinate the engagement of contractors, stallholders/vendors, suppliers, performers and artists involved with the delivery of the event. Coordinate attendee lists and registration. Provide support and direction onsite, under the supervision of a Major Events Producer or the Strategic Events Lead.
- 9) Perform financial administration tasks including raising/processing purchase orders, assisting with budget acquittal, refunding and invoicing.
- 10) Onsite delivery of events, including bump-in/out, crowd control, operations centre supervision, stage management and other logistical components.
- 11) Stay well informed on industry trends, market developments as well as relevant legislation, regulatory changes applicable to Council and the production of mass gatherings.

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Decisions made in the position:

- 1) Recommending strategies, initiatives and improvements to Councils' events program to enhance our offerings and meet key performance indicators

Decisions referred:

- 1) Expenditure outside of delegation
- 2) Approval of final event plan, including look & feel, site plan and event model (refer to Strategic Events Lead)
- 3) Approval of relevant event component tasked (refer to Major Event Producer)
- 4) Changes to projects and overall agreed work program (event brief)
- 5) Marketing campaign strategy

Key issues/challenges:

- 1) Budget constraints
- 2) Improving the quality and attendance of Council's events
- 3) Ability to work autonomously and as part of a team
- 4) Ability to multitask and achieve results under pressure
- 5) Co-ordinating and aligning council event activities across disparate areas within Council
- 6) Working key holidays such as New Years Eve, Australia Day and school holidays.
- 7) Willing to work on a 7-day roster which includes weekends and public holidays to ensure the delivery of events

Key working relationships:

- Director, CPAC
- Team Leads, CPAC
- Strategic Events Lead, CPAC
- Internal and external stakeholders including external event partners

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POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

- Relevant tertiary qualifications and/or equivalent experience in developing and/or delivering high-quality, high profile events
- Class C Drivers License

Experience

- Demonstrated experience in the delivery of events for Local and/or State and/or Federal organisations or relevant equivalent organisations
- Demonstrated experience in multitasking and advanced time management to enable the coordination and planning of multiple events and projects simultaneously

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Knowledge of all aspects of the event production process including technical management, staging etc.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Proven ability to deliver events
- Proven ability to perform in tight timeframe and budgets
- Excellent interpersonal skills
- Demonstrated experience in generating creative ideas and concepts for events
- Ability to think quickly and independently, troubleshoot problems as they arise and develop projects to finality.

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous