

## POSITION DESCRIPTION

### Events and Project Coordinator

Classification	12 month Full Time Fixed Term Contract
Location	Canberra, Level 2, 53 Blackall Street, Barton ACT 2600
Salary range	Depending on experience including 9.5 per cent Superannuation
Reports to	Corporate Affairs Director
Approved by	Chief Executive Officer
Approved date	26 November 2020

### POSITION OBJECTIVES

Under the leadership of the Corporate Affairs Director, the person in this role is responsible for the management and successful execution of all RAI events and projects.

### MAIN RESPONSIBILITIES AND DUTIES

As the Events and Projects Coordinator, you will be responsible for the management of all RAI events, both external and internal. Responsibilities will be carried out by working closely with key staff and relevant stakeholders. These include:

- Working with the Corporate Affairs Director in the curation of all events in line with the RAI strategic communications direction.
- Develop and oversee project management plans for all events – including the Regions Rising Events Series and other project as required.
- Working with RAI Marketing Coordinator to help deliver on all event marketing plans and help meet event targets.
- Liaising with external stakeholders to deliver on communications plans relevant to RAI events.
- Manage event budgets.
- Managing post-event reporting and communicating to the RAI team and other relevant stakeholders when required.

### SELECTION CRITERIA

This position is suitable for applicants with 3-5 years event management experience. The selection criteria includes:

1. Highly developed written and oral communication skills with the ability to communicate effectively at all levels of the private and public sectors.
2. A proven track record in effectively working with a broad range of stakeholders in a complex environment to develop and deliver successful events; including venues, sponsors, speakers, attendees and other relevant stakeholders.
3. A proven capability to be creative and the ability to think strategically with an understanding of communications and marketing principles.
4. A high level of initiative and drive with a demonstrated ability to work effectively and manage a busy workload in a time-pressured environment.
5. Demonstrated experience in working successfully with team members to deliver specified goals. Manages time accordingly to ensure all events are planned and executed by their due date.
6. Display a true passion for the prosperity of regional Australia and understanding of the geography.
7. A positive approach to the workplace

## QUALIFICATIONS AND EXPERIENCE

1. Bachelor of Public Relations, Events, Marketing, Communications or other relevant qualifications;
2. Minimum 3 - 5 years' experience in a similar role;
3. Strong administration skills, events, communications and attention to detail;
4. Tech savvy with prior working knowledge of Obee, Ivvy, OpenTable, Respak or similar bookings and events software applications;
5. Understanding of the geography of Regional Australia.

## INFORMATION

**Applications close Monday 9 December 2020**

Please provide full CV to [info@regionalaustralia.org.au](mailto:info@regionalaustralia.org.au)

The position is full time and is based at the RAI Office in Canberra.

Appointment term is 12 months, with potential to be extended.

If you'd like to discuss this role, please make an appointment via [info@regionalaustralia.org.au](mailto:info@regionalaustralia.org.au)

Salary range is dependent on experience, plus superannuation.

## ABOUT THE REGIONAL AUSTRALIA INSTITUTE

The Regional Australia Institute (RAI) is a think tank devoted to issues concerning regional Australia.

- We gather and analyse the best information we can find on regions and make this readily accessible to people around the country;
- We work with regional leaders around the nation to understand their challenges and help them identify opportunities for future development that they can implement; and
- We talk to governments at all levels and provide independent, evidence based advice about the options they have to make regions even greater.

The RAI is a not-for-profit organisation established as a public company limited by guarantee and we are an Approved Research Institute for tax purposes. The Institute was founded in 2012 with seed funding from the Australian Government. Our current operations depend upon a mix of Commonwealth and State government support, partnerships with a range of companies and projects working directly with regions.

[www.regionalaustralia.org.au](http://www.regionalaustralia.org.au)