

Position Description – *Events Support Assistant*

Updated 11/10/2024

POSITION DETAILS	
Portfolio	Deputy Vice Chancellor (Students)
Organisational Unit	Curriculum Impact – Entrepreneurial Development & Growth
Supervisor (Title)	Team Leader: Community Engagement and Growth
Classification	Higher Education Officer Level 4
Employment Type	Fixed-term, part-time

POSITION SUMMARY
<p>Under the routine to general direction of the Team Leader: Community Engagement and Growth, the Events Support Assistant will be responsible for supporting the coordination and delivery of the group's internal and external events for the Curriculum Impact Portfolio.</p> <p>The Events Support Assistant will support the engagement activities across conception and planning to pre-production and delivery, supporting the successful execution of events. The role will also require technical ability in supporting audio-visual and other event-related technology needs.</p> <p>The position may require occasional weekend and evening work to meet the demands of event scheduling.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The Events Support Assistant is accountable for:

- Sourcing and liaising with venues, suppliers and event equipment providers, and using well developed communication skills to maintain effective communication with all stakeholders during pre-production stage.
- Providing general support in the development of event plans and supporting documentation, such as run sheets, guest lists, invitations and speech notes/scripts.
- Updating internal event systems, databases, and website, including tracking events, uploading event information using Wordpress, creating events in EventBrite or similar, and creating and tracking digital invites.
- Liaising with technical and event support teams, including IDS and AV teams internally, or similar external providers to deliver event solutions.
- Supporting the installation/bump in of an event and remain on-site during delivery to support event requirements and troubleshoot issues where appropriate.
- Supporting University social media channels by posting live at events as required and encouraging participation with event audiences.
- Contribute to a positive, inclusive, and innovative team culture and supporting continuous improvement efforts within the Curriculum Impact Portfolio.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a diploma level qualification with relevant work related experience, or an equivalent combination of relevant experience and/or education/training.
- Experience in effectively supporting events with a specific focus on service delivery for multiple clients, and how to achieve required objectives in line with scope of event outcomes.
- Experience in supporting marketing efforts through the creation and distribution of promotional materials, inputting into social media channels, and other outreach activities to effectively raise the profile of programs and initiatives.
- Experience thriving in event management environments, with excellent organisational skills, and capability supporting high-impact, professional events that meet strategic objectives.
- Excellent organisational and time management skills with the ability to manage competing priorities, meet deadlines, and provide timely support in event logistics, and administrative/support tasks.
- Effective written and verbal communication skills with experience in contributing to reports, presenting information, and engaging with stakeholders through various channels to ensure clear and effective communication across diverse audiences.