

## Position Description – *Events and Production Coordinator*

Updated 31/01/2025

POSITION DETAILS	
College/Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Marketing and Student Recruitment
Supervisor (Title)	Senior Events Coordinator
Classification	Higher Education Officer Level 5
Employment Type	Fixed Term full-time

POSITION SUMMARY
<p>Working under general direction, the incumbent will hold responsibility for the effective and appropriate coordination of University events with a specific focus on service delivery for the University's internal customers, ie. Colleges and Portfolios.</p> <p>Reporting to the Senior Events Coordinator, the Events and Production Coordinator will deliver a highly effective coordination of both physical and digital events, from initial enquiry right through to planning, pre-production and delivery of the event.</p> <p>The incumbent will possess relevant event experience in the delivery of both physical and online events, and the technical skills necessary to support Audio Visual and technical event requests.</p> <p>Importantly this role will support event initiatives that deliver measurable outcomes contributing to university priorities in student recruitment, research, branding and profile as in line with <i>The 2025 Agenda</i>.</p> <p><i>The position will require occasional weekend and evening work.</i></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"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>• 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;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul>

*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.*

*COVID-19 vaccination, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#) is a condition of employment with the University. Any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.*

#### KEY POSITION RESPONSIBILITIES

The Events and Production Coordinator is accountable for:

1. Directly receiving event enquiries and providing effective and appropriate response and/or advice to clients within required designated timeframes. Sourcing venues, suppliers and event equipment within budget, and using well developed communication strategies to maintain effective communication with all stakeholders during pre-production stage.
2. Providing informed support in the development of event proposals, event plans and supporting documentation, such as run sheets, guest lists, invitation and speech notes/scripts.
3. Updating and managing internal event systems, databases, and websites. This includes tracking events and key tasks in the marketing project management tool Wrike to effectively monitor progress and assign resources, uploading event information using Wordpress, creating events in EventBrite or similar, and creating and tracking digital invites.
4. Working pro-actively with venues and suppliers during pre-production stage to ensure effective communication is maintained.
5. Working closely with technical and event support teams, including IDS and AV teams internally, or similar external providers to deliver event solutions.
6. Coordinating the installation/bump in of the event and remain on-site during delivery to ensure the runsheet and event requirements are met, and issues are troubleshooted.
7. Supporting Flinders University social media channels by posting live at events as required and encouraging participation with event audiences.
8. Ensuring contracts, invoices and other key event documentation are issued and completed within required timeframes.
9. Preparing post event evaluation reports to identify any learnings as required and with a view to making recommendations for process improvements where applicable.
10. Supporting with merchandise orders, University corporate gifts and the online merchandise store as required.
11. 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 degree in a relevant area, or an equivalent combination of relevant experience and/or training
- Experience in the effective and appropriate coordination of events with a specific focus on service delivery for multiple clients, and how to achieve required objectives within scope and budget.
- Experience with directly receiving event enquiries and providing effective and appropriate responses to clients.
- Experience in sourcing venues, suppliers and event equipment within budget and which will support the delivery of exceptional outcomes.
- Demonstrated skills and experience in effective planning and delivery of technical aspects of physical and digital events and understanding of audio and visual event arrangements, and ability to assist producers and technical staff onset of events.
- Effective computer skills especially a sound knowledge of Microsoft Office package and a basic understanding of database principles.
- Demonstrated highly organisational skills time management skills with the ability to work with supervision according to defined priorities, meet deadlines and take initiative as required.
- Demonstrated problem solving capabilities and the ability to exercise sound and informed judgement in a busy work environment.
- Well-developed interpersonal and written communication skills including the ability to communicate with a diverse range of stakeholders through a variety of channels.