



POSITION DESCRIPTION

Position title: OWeek Event Coordinator

Department: Student Programs

Reporting to: Programs Manager

Supervises: Volunteers

Employment Type: Casual

Classification: Level 2
University of Sydney Union Industrial Agreement 2001

Conditions: up to 10 hours per week,
May include some weekends and nights as dictated by business requirements

Purpose

OWeek Event Coordinators are casual positions that ensure the student perspective is included in the theming, planning, management, promotion and execution of OWeek. In this position you will learn from working as part of a team and about managing the expectations of a variety of different and important stakeholders. Most importantly you gain invaluable event management experience through the mentoring you will receive from the entire OWeek team of event, entertainment and marketing professionals that you will be able to take into your future.

OWeek provides students with information about the University, the USU and their support services. OWeek is also the peak opportunity for the USU and its Clubs and Societies (C&S) to promote their activities and sign up new members.

POSITION ACCOUNTABILITY STATEMENTS (PAS)		
Key Result Areas	Key Tasks	Key Performance Indicators
Co-ordination of OWeek Events	<p>Participate as a member of the OWeek Steering Committee to plan and coordinate the events and activities that will activate the OWeek festival</p> <p>Liaising with relevant stakeholders (such as students, members, USU employees and University staff) to ensure that the OWeek program of events engages with students to provide the best student experience</p> <p>Creating and reviewing event runsheets for</p>	<p>Stakeholder involvement and satisfaction. Increased participation</p> <p>Professionally run, safe events that meet the needs and desires of respective groups and communities on campus</p> <p>All work conducted within budgets</p>

	<p>the festival</p> <p>To liaise with Clubs & Societies to organise events and activities during OWeek</p> <p>To take general and specific enquiries regarding the activities and events in OWeek, and respond in an efficient, timely and professional manner</p> <p>Liaising with external stakeholders such as caterers, venues, audio/visual, function hire services and University Departments to ensure effective resourcing for events.</p> <p>In liaison with the Programs Manager, work within allocated budget- ensuring event service invoices are accurate</p> <p>To maintain excellent and transparent records of all planning, decisions, budget, meetings and programming</p>	<p>Wide range of clubs and societies events held during OWeek to showcase the diversity of the C&S program</p> <p>Positive/constructive/useful feedback; demonstrable growth in skills; responsiveness to metrics</p> <p>Post event reports completed within two weeks of each event; make recommendations to continuously improve events</p>
Marketing	<p>Assist in the coordination and execution of marketing plans for all programmed events</p> <p>Assist in developing design briefs and concepts for marketing collateral</p> <p>Writing content for website and social media posts to build excitement about the events and increase social media sharing and engagement.</p> <p>To liaise with the Sponsorship and Advertising Manager to ensure that the needs of corporate partners are met</p>	<p>Marketing deadlines met. All marketing collateral delivered on time</p> <p>Appropriate use of and adherence to all USU and marketing policies and procedures.</p> <p>Comprehensive design briefs and collateral developed</p> <p>Increase in social media post engagement metrics and "sharing"</p>
Development of unique programs that meet the different needs of the student body	<p>Work with existing stakeholder groups to promote diversity and inclusiveness in student engagement programs</p> <p>Proactive engagement and consultation with Board portfolio holders and community groups both on and off campus to help shape the program of events</p>	<p>A wide diversity of students engage in the programs/events</p> <p>Positive feedback and measurable growth in participation</p>
Volunteer Management	<p>Provide meaningful opportunities for members of the V Team. This involves consulting with the Volunteer Coordinator to brief them on events and developing relevant and enticing positions for student volunteers</p> <p>Ensure that positions are seen by students as a great opportunity to work in a dynamic</p>	<p>Positive feedback from volunteers</p>

	<p>environment</p> <p>Provide the Volunteer Coordinator with position descriptions for available volunteer positions</p>	
<p>Work Health & Safety (WHS) Leadership</p>	<p>Ensure all work is conducted in a safe manner</p> <p>All WHS policies, procedures and instructions are complied with</p> <p>All incidents and hazards are reported immediately to Manager and Human Resources Department</p> <p>Ensure the correct usage and maintenance of safety devices and personal protective equipment</p>	<p>All incidents and hazards reported immediately</p> <p>All WHS instructions, policies and procedures complied with</p> <p>Incidents are investigated and appropriate documentation is immediately forwarded to Human Resources</p>
<p>Demonstrate commitment to the department and USU as a whole</p>	<p>Show a willingness to assist others – both within own department and in other areas</p> <p>Forthcoming with ideas</p> <p>Interacts well with team</p> <p>Performs other reasonable duties as requested by Supervisor</p> <p>Interacts with team and other stakeholders in a professional, respectful, polite and courteous manner</p>	<p>Responsive to requests</p> <p>Willing to assist in times when the area is short staffed</p> <p>Attends and interacts constructively at meetings</p> <p>Takes an interest in the challenges faced and contributes ideas/ suggestions to make improvements</p> <p>All interactions are professional, respectful, polite and courteous</p>

Essential Criteria

- Currently studying a Bachelor's degree or higher
- Experience in event planning
- High level written and verbal communication skills
- Ability to prioritise, multi-task and meet overlapping deadlines
- Ability to work both independently and as an effective, committed and enthusiastic team member
- Ability to use basic budgeting principles to develop and/or maintain program budgets
- Organisational and time management skills
- Intercultural proficiency - demonstrated understanding of the campus climate as it relates to cultural identities that include race, ethnicity, country of origin, age, religion, gender identity, sexual orientation, physical ability, and socio-economic status
- High level of attention to detail in all aspects of work
- Proficient in the use of Windows operating systems and Microsoft programs including Word, Excel, Outlook
- Ability to determine appropriate usage of social networks, blogs, wikis, and emerging communication technologies to market events and programs

- Ability to work flexible hours as occasional evening work may be required

Desirable Criteria

- Experience developing and reviewing event runsheets
- Experience acting as first point of contact for suppliers at events or functions
- Understanding of and involvement in the USU Clubs and Societies program
- Volunteering experience with the USU
- Student or youth event program development experience
- Understanding and experience of student organisations in a university environment
- Current provisional or above NSW drivers licence
- Experience in staff/volunteer supervision

Physical Requirements

Required frequently: sitting

Required occasionally: standing, walking, bending, reaching, lifting above shoulder height, lifting up to 15 kilograms.

Compiled by: Programs Manager Date: July 2017

Authorised by: Human Resources Date: July 2017

Current Employee Signature: _____ Date: _____