



## Position Details

<b>Position title:</b>	<b>SFK Sponsorship and Special Events Coordinator</b>
<b>Award Classification:</b>	Band 5
<b>Department:</b>	City Growth and Development
<b>Division:</b>	City Growth and Culture
<b>Date Approved:</b>	October 2024
<b>Approved By:</b>	Executive Manager City Growth and Culture

### Organisational Relationships:

<b>Reports To:</b>	Sponsorship and Special Events Manager
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team.
<b>External Stakeholders:</b>	Festival sponsors, Festival Special Events groups, Community groups and charity partners, Festival participants and Festival suppliers.

## Position Objectives

- Liaise with and assist production requirements for Festival sponsors and charity partners.
- Assist with the management of production requirements for Festival events and activity participants, including community groups, organisations and individuals
- Support the smooth operation of dedicated special events, such as the Festival Lounge

### Key Responsibilities and Duties

- Liaise with Festival sponsors and groups participating in the event, regarding their production and site needs as well as stipulating festival timelines and requirements.
- Assist with the collection of information and safety requirements from Festival sponsors and special event participants necessary to facilitate their activities.
- Assist the Sponsorship & Special Events Manager with production requirements for sponsors and special event participants, including infrastructure, operations, communications, and safety.



- Maintain communications and positive relationships with all sponsors and event participants.
- With direction, coordinate invitations and access to the VIP Festival Lounge

## Accountability and Extent of Authority

- Responsible for provision of accurate and efficient communications to Festival sponsors and special event participants on all Festival requirements
- Responsible for assisting with the management of sponsors and special event participants' operations on site.
- This role is guided by Council policies and strategies, including the Council plan the St Kilda Festival Sponsorship Policy, and St Kilda Festival Business Plan.

## Judgement and Decision Making

- Judgement and ability to provide accurate and appropriate information and advice to the varied needs to service users in relation to the St Kilda Festival
- Required to make decisions on day-to-day basis under broad direction with guidance and advice usually available.

## Specialist Skills and Knowledge

- Demonstrated professional experience in planning, project management and communication roles.
- Understanding of the goals of the festivals team and the long-term goals of the wider organisation.
- Demonstrated coordination and organisational skills in the event industry
- Ability to meet short deadlines and maintain high level of work standards.
- Ability to liaise with stakeholders and the public at all levels.

## Management Skills

- Ability to manage own time, plan & organise own work.
- Ability to prioritise and effectively manage time particularly in times of high stress.
- Ability to communicate policies and procedures to production staff under supervision, including but not limited to, Occupational Health and Safety policies, procedures, and techniques.

## Interpersonal Skills

- Ability to liaise with sponsors and event participants, Council officers, production staff and stakeholders at all levels, including negotiation and gaining co-operation.



- Ability to work effectively both under supervision as well as achieve results with a minimal level of supervision.
- High level written and oral communication skills

## Qualifications and Experience

- Relevant tertiary qualifications with some relevant experience or lesser qualifications with substantial experience in events and/or festival management.
- Victorian driver licence is desirable.
- Current certificate in First Aid desirable.

## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:



- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

## Key Selection Criteria

- Working knowledge and experience in production and operational requirements at major events
- Demonstrated experience in coordinating the delivery of stakeholder activations across a Festival or event.
- Demonstrated coordination and organisational skills specifically within a high-pressure events environment.
- Excellent communication skills applicable to a wide variety of stakeholders and event related situations
- Strong Microsoft Office skills.

*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*