



Position Details

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| Position title: | Sponsorship & Special Events Manager |
| Award Classification: | Band 6 |
| Department: | Arts, Festivals and Events |
| Division: | City Growth and Culture |
| Date Approved: | September 2024 |
| Approved By: | Executive Manager City Growth and Culture |

Organisational Relationships:

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| Reports To: | St Kilda Festival Production Manager |
| Supervises: | Relevant Festival Coordinators, Casual Staff, volunteers, and suppliers |
| Internal Stakeholders: | Council Employees and Managers, Executive Team and Councillors |
| External Stakeholders: | Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors. Festival participants, Festival Suppliers, other organisations as required |

Position Objectives

- Liaise with and manage all production requirements for Festival sponsors and charity partners
- Manage all production requirements for Festival events and activity participants, including community groups, organisations and individuals
- Supervise any coordinator roles that are engaged within the Sponsorship and Special Event department.



Key Responsibilities and Duties

- Liaise with Festival sponsors and event participants regarding their production needs and on-site plans.
- Collect all information and safety requirements from Festival sponsors and event participants necessary to facilitate their activities.
- Facilitate all production requirements for sponsors and event participants, including infrastructure, operations, communications, and safety.
- Prepare and issue all necessary permits for all participating activations. Ensure each activating organisation/group is across conditions of permit and complies accordingly.
- Maintain communications and positive relationships with all sponsors and event participants.
- Act as nominated supervisor for overseeing operational requirements of Festival Bars managed by third party operators.

Accountability and Extent of Authority

- Supervision of relevant Coordinator roles and any casual special event management staff and volunteers.
- Responsible for provision of accurate and efficient communications to Festival sponsors and event participants on all Festival requirements
- Responsible for the management of sponsors and 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 suitable to the varied needs of service users and the public in relation to the St Kilda Festival
- Application of established skills and experience for problem solving related to operational and production related matters.
- Required to make decisions on day-to-day basis under broad direction with guidance and advice usually available

Specialist Skills and Knowledge

- Highly developed communication skills and the ability to liaise with a diverse range of stakeholders at all levels.
- 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.

Management Skills

- Ability to manage own time, plan and organise own and / or others work and / or resources at an advanced level.
- Ability to prioritise and effectively manage time (and staff), 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

Academic:

- Relevant tertiary qualifications with some relevant experience or lesser qualifications with substantial experience in events and/or festival management.

Experience:

- Demonstrable experience in similar roles on major events
- Working on major events in a government environment

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 event production and operations at major events
- Demonstrated experience in working with event stakeholders and facilitating their needs whilst ensuring strict adherence to deadlines within a Local Government or Events framework.
- Demonstrated coordination and organisation skills in a high-pressure events environment.
- Excellent communication skills applicable to a wide variety of stakeholders and situations.
- Experience with the management of staff in an event context
- Proficiency in software commonly used in an events context, including Microsoft Office suite.



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.