

Position Description – Event Manager

Join the Melbourne Development Circle's Leadership team as Event Manager; ensuring the smooth and effective planning and success of a dynamic calendar of events each year.

The Event Manager is integral to the effective running of Melbourne Development Circle, and will support the delivery of 4-6 events each year. You will be building on existing event management systems with scope to enhance processes.

You will be joining a team of highly committed professionals who are working in international aid, community development, sustainability, and social enterprise. You will also be supported by Event Volunteers.

About you

- You share our commitment to creating positive social, economic, environmental and cultural change
- You are proactive and very organized, with excellent written and oral communication skills
- You have some experience in organizing events, either in a professional or voluntary role
- You enjoy working as part of a dynamic team, are flexible and fun

Key responsibilities

Responsibilities are spread across logistics, event management, team communication, and administration.

You will be able to commit 12-15 hours per month for event months (4-6 events per year including AGM), two days for planning in July and January, and maintaining email and phone contact during non-event months (approximately 4 hours a month).

This role can be done by either one or two people. In the case of a split role, each event manager would take a lead role for 3-4 events, and provide support as required for the alternative 3-4 events. Please specify if you are applying for a solo or split role.

Events

- Track upcoming events and initiate contact with MDC Event Leaders to coordinate upcoming venue bookings and requirements
- Post event details on Eventbrite, mail chimp and support social media requirements for Twitter and Facebook
- Work with MDC Leaders to understand requirements and timeline for their event and ensure that the event team has everything they need to run the event successfully; this includes:
 - Liaise with venues to ensure access to space, technology, seating as required
 - Manage Event Checklist to ensure that all tasks for lead-up and on the night are assigned such as food preparation, door sign-up, organising catering
- Coordinate the running of the event on the night, including being the point of contact for event volunteers, event enquiries and trouble shooting
- Research and meet with new venues to assess suitability, and negotiate venue partnerships as required with input from the leadership team
- Update annual event planner with information from team meetings.

Organisation Support

- Provide support to the MDC Convener in organizing team meetings and AGM
- Work with MDC Leadership Team at the start and middle of each year to map out topics, dates and potential speakers
- Consider volunteer requirements for each event and stay in touch with existing volunteers to help them feel engaged and valued. Work with the leadership group where volunteer recruitment is required.

Financial

- Manage a float on the night to cover payments, ensuring that this is counted and documented with another team member
- Seek approval for event expenses, and ensure that all invoices/receipts are submitted to the Treasurer within three days of receiving
- **Post-event follow up with Treasurer to obtain** quick financial summary with any revenue / loss, note trends over time and make recommendations to ensure events are financially viable.

Team meetings and events

- 1 day planning session
- 6 x 1 hour team video meetings / year
- 6 x 30 min pre-event planning meetings / year
- 4 - 6 events per year.

Terms

12 months' minimum commitment + handover / onboarding of new Event Manager at the end of term. Time allocated for handover is non-negotiable, you will be responsible for driving the recruitment of the new role and ensuring they are comfortable in their tasks before finishing up.

Application details

To Apply

Email the MDC Leadership team melbourne@developmentcircle.org with a bit about yourself, why you're interested in joining the team, and a copy of your CV.

As this is a leadership role, you will need to also apply to become a member of the association and MDC's rules of association will be discussed with the successful candidate.

Applications close 6pm Friday August 31st but early applications will be considered and processed.

What next?

Your application will be sent to the current leadership team for review. If you are a good match based on experience and alignment with MDC culture and values, then we will arrange for you to have a phone call with a member of the team. Following this, we will arrange a coffee meeting with MDC President, Martin Pritchard or Secretary, Rachael Wilken.

If your application is accepted you will be contacted by Martin and Rachael with a confirmation and next steps for onboarding.

As soon as practical we will arrange a meeting with the rest of the team so you can get to know everyone - either at an upcoming event or over a meal.

Questions?

Email Rachael at melbourne@developmentcircle.org to ask more about the role, the systems we currently have in place, or anything else!