

EVENT LEAD

POSITION DESCRIPTION

Position Title:	Event Lead
Responsible To:	Team Leader, Place & Event Experience
Council Portfolio:	City Community
Council Program:	City Culture
Classification Level:	Salaried, Level 6

Overview of Portfolio

The City Community Portfolio strives to deliver exceptional experiences for our community and customers, providing opportunities for creativity, recreation and wellbeing in a city that is safe, accessible and supportive of all our communities.

Overview of Program

The City Culture Program creates brilliant experiences for all who choose to live in and enjoy our City. By activating and curating places and spaces, and providing opportunities for creativity, recreation, and wellbeing, we connect, support and inspire our diverse community, and draw more people to Adelaide to live, study, work and play.

Key Relationships / Interactions

Internal	Employees across the City Culture Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams Adelaide Economic Development Agency Office of the Lord Mayor
External	State Government departments and agencies Emergency Services including SAPOL, MFS, Health/Ambulance Service. Property and business owners and managers Key stakeholders and strategic partners Contracted consultants and service providers Event Management Companies Event suppliers

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Primary Purpose

As part of the City Experience Team (within the City Culture Program), the Event Lead will identify and lead the delivery of a range of events and projects from pre-conception through to completion.

The Event Lead will develop and maintain collaborative, productive, and sustainable working relationships with internal and external stakeholders providing expert and creative advice ensuring effective, high-quality outcomes are achieved for the City and its stakeholders.

In addition, the Event Lead will develop partnerships with community, private enterprise and cultural organisations to establish and implement a dynamic and creative City of Adelaide events program and calendar utilising the City's places and spaces.

Responsibilities

The Event Lead is responsible for:

- Planning, managing and delivering the City of Adelaide's annual calendar of events, including major community events such as Adelaide's New Year's Eve, ensuring the activities are in line with the objectives and strategic outcomes of the relevant City of Adelaide policies, plans and guidelines.
- Providing complete project management for events including the development and implementation of project plans including site maps, performance and production schedules, run sheets, traffic management plans, risk assessments, crowd management plans, emergency management plans and event communication plans.
- Providing advice and support to the Team Leader, Place and Event Experience to inform recommendations for the Executive Team and Council Members; ensuring that the events are delivered according to quality, cost and timeliness targets and underpin and achieve the City's Strategic Plan outcomes.
- Contracting event suppliers including tendering, tender evaluation, contract preparation and oversight.
- Sourcing cash and in-kind sponsorship/partnerships for major events in line with revenue targets.
- Developing and maintaining key relationships with external stakeholders to identify opportunities for partnerships and collaboration. Managing multiple events with competing deadlines ensuring events are successfully delivered on time, and within budget.
- Providing expert advice and / or assistance with the delivery of internal events, including assisting in the delivery of culturally significant internal events.
- Establishing and chairing project working groups with internal and external stakeholders to ensure event plans are understood and delivered according to deadlines.
- Liaising with relevant authorities and licensing bodies to ensure that Council and community led events are conducted in accordance with relevant legislation.
- Managing, briefing and inducting event crew, volunteers and contractors, ensuring all staff comply with Council's WHS requirements and WHS legislation.
- Managing site requirements for events including site handovers, site remediation, site services and preparing Event Licences where required.
- Adhering to and enhancing the environmental, sustainability and accessibility principles and focus areas of Council.
- Providing timely, reliable and expert advice to the Team Leader, Place and Event Experience on matters relating to resource/budget allocation, stakeholder engagement and project timelines.

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- Working collaboratively with Marketing to produce high quality communications, marketing plans and sponsorship prospectuses.
- Working collaboratively with the Media team to review media releases, provide information and coordinate media requirements at events.
- Liaising with the Office of the Lord Mayor to facilitate and support Lord Mayor and Elected Member participation at events.
- Seeking stakeholder feedback, undertaking event de-briefs and research, compiling relevant data and using this information to evaluate the events to inform the longer-term strategic priorities for the City of Adelaide.
- Producing presentations, drafting e-News articles and Council Reports.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A tertiary qualification in Event Management, Project Management, tourism, marketing or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Demonstrated ability to communicate with and assist people in order to manage work and resources across a range of projects and in a manner that supports professional development.	Essential
Financial Skills & Acumen	Demonstrated ability to understand broad commercial realities and to quickly absorb and understand relevant information from reports as required. Sound understanding of budget management principles and practices.	Essential
Technical Knowledge & Experience	Significant understanding of the procedures, processes, policies and legislation required to manage a diverse range of events. Experience in identifying a range of event risks and implementing effective risk management plans. Significant experience in successfully developing, coordinating, programming and delivering a diverse range of events, including major events.	Essential
Project Management	Understanding of a project life cycle, and ability to develop strategies relating to projects and programs and ability to promote cross functional collaboration. Demonstrated ability to manage time, complex tasks, challenging projects and competing deadlines concurrently.	Essential
Innovation & Initiative	Proven ability to think strategically, analyse situations, develop creative solutions, and bring about outcomes. Ability to be adaptable and flexible and have a commitment to continuous improvement, including the ability to review procedures and systems and to recommend changes where appropriate. An innovative and creative thinker with the ability to translate ideas into actions. Proven experience in applying best practice principles and practices in development and delivery of strategies, the measurement of performance and the review of services.	Essential
Resource Management & Decision Making	Exceptional time management and ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing circumstances and demands. High level of critical thinking and reasoning in a range of complex decision making. The ability to identify reputational and political risk and respond appropriately or escalate as required.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility.	Essential

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Collaboration & Communication	Ability to build positive relationships and consult, negotiate and communicate with broad range of people, both internal and external to the organisation, including all levels of management, with professionalism and integrity. Possess a broad and active network of contacts within the community cultural, and recreation sectors. Strong ability to work as part of a team with group processes and to effectively operate independently.	Essential
Administrative Skills	Good oral and written communication skills, High level of computer literacy, particularly the Microsoft suite of programs and event management systems Excellent organisational skills and ability to set and meet deadlines and cope with high pressure situations. Experience in managing multiple deliverables and projects. An awareness of Workplace Health & Safety issues, standards and actions in the workplace.	Essential
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance will be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.
- Flexibility to work outside core hours and on weekends during events as agreed with the Team Leader.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.