

## Director, Events | 3 days per week

Infrastructure Partnerships Australia (IPA) is seeking a highly skilled & experienced Events Director with exceptional communication skills in an exciting & challenging role on a 14 month maternity contract.

### About the company

Infrastructure Partnerships Australia is an independent public policy think tank and executive network, focused on excellence in social and economic infrastructure. We bring together Australia's major public and private infrastructure organisations, harnessing deep industry expertise and our policy expertise to shape government infrastructure policy toward the best possible economic and social outcomes.

### About the role

Reporting to the Chief Executive Officer/General Manager, Business Operations this exciting role demands a high level of organisation, with an ability to work effectively across multiple tasks and priorities.

You will join a youthful, energetic and vibrant team of dedicated professionals, with exposure to Australia's most prominent business, public sector and political leaders.

<b>Position:</b>	Director, Events
<b>Work Type:</b>	Part time (3 days per week)
<b>Reporting to:</b>	Chief Executive Officer/General Manager, Business Operations
<b>Key Deliverables:</b>	<p><b>Event Quality</b></p> <ul style="list-style-type: none"> <li>• Forward event planning including variations as instructed by the CEO;</li> <li>• Event sponsorship proposals – suggestion &amp; preparation;</li> <li>• Event venue &amp; supplier liaison; <ul style="list-style-type: none"> <li>○ Review, approve &amp; manage venue contract for major industry events</li> <li>○ Follow up with venue post event</li> <li>○ Liaison with various suppliers associated with major industry events</li> </ul> </li> <li>• Management &amp; delivery of the Partnerships magazine and the Oration booklet;</li> <li>• Management &amp; administration of the Oration awards &amp; judging panel;</li> <li>• Management of all aspects of the major event invitations and RSVP;</li> <li>• Management of event aspects &amp; taskforces in conjunction with the events &amp; policy teams;</li> <li>• Review of guest lists for leaders' luncheons and major industry events; and</li> <li>• Management &amp; liaison with co-partners of industry events</li> </ul> <p><b>Financial Management (Financial Surplus for Events)</b></p> <ul style="list-style-type: none"> <li>• Annual event budgeting in conjunction with the GM, Finance; and</li> <li>• Achieve budgeted surplus for events.</li> </ul> <p><b>Staff Management</b></p> <p>Event &amp; Membership staff</p> <ul style="list-style-type: none"> <li>• Professional development, retention and recruitment of staff;</li> </ul>

	<ul style="list-style-type: none"> <li>• Stability of the team; and</li> <li>• Productive and quality outputs by the team</li> </ul> <p>Effective management of IPA event &amp; membership staff in conjunction with the General Manager, Business Operations.</p> <p>This list is not exhaustive and such duties may vary from time to time as directed by the Employer</p>
<b>Required attributes:</b>	<ul style="list-style-type: none"> <li>• Minimum of at least 7 years' experience in an events, membership or similar role;</li> <li>• Extensive experience in corporate event strategy, planning and execution;</li> <li>• Proven leadership and staff management skills;</li> <li>• Strong organisational skills;</li> <li>• Competent in the use of Microsoft Office programs;</li> <li>• Excellent verbal and written communication skills and attention to detail;</li> <li>• Ability to confidentially prioritise and manage multiple tasks and priorities;</li> <li>• Demonstrated ability to work effectively under pressure as part of a team or independently to meet deadlines, organise work and set priorities; and</li> <li>• Positive 'can do' attitude.</li> </ul>
<b>Desirable attributes:</b>	<ul style="list-style-type: none"> <li>• Experience using Salesforce; and</li> <li>• Completion of a relevant tertiary qualification or completion of relevant work experience.</li> </ul>
<b>Terms and Conditions:</b>	<ul style="list-style-type: none"> <li>• Sydney CBD office location;</li> <li>• Working outside normal office hours may be required;</li> <li>• Some interstate travel may be required;</li> <li>• A six month probationary period from commencement date and during this time the agreement can be terminated by either party without notice or penalty;</li> <li>• Remuneration will be a gross salary package negotiated on relevant skills and experience (it will include superannuation, personal leave, annual leave and any other statutory entitlements);</li> <li>• A performance bonus may be payable, depending on corporate and personal performance;</li> <li>• A formal performance review will take place annually;</li> <li>• The annual leave entitlement is 20 days per annum (pro-rata for 3 days per week). The IPA office closes over the Christmas – New Year period. IPA practice is to maximise the Christmas period for staff holidays; and</li> <li>• Personal leave - ten (10) days per annum (pro-rata for 3 days per week). This includes sick leave and carers leave.</li> </ul>

### How to apply

Applicants for this position must briefly address the required attributes stated in the position description and send their applications to:

Human Resources Manager  
Infrastructure Partnerships Australia  
PO Box R1771  
ROYAL EXCHANGE NSW 1225

Or email to:

[IPACareers@infrastructure.org.au](mailto:IPACareers@infrastructure.org.au)

For further information please contact Zoe Kaines, Director, Events on 02 9152 6000.