

Events Manager

We are seeking a confident, well organised & experienced Events Manager with strong communication skills in an exciting & challenging role on a 14 month maternity contract.

About the role

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

You will be initially reporting to the Chief Executive Officer in this exciting role which demands a high level of organisational skills and an ability to work effectively across multiple tasks and priorities.

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.

Position:	Events Manager
Work Type:	Fulltime
Reporting to:	Initially Chief Executive Officer, then General Manager, Business Operations
Key Deliverables:	<p>Event Quality</p> <ul style="list-style-type: none"> • Forward event planning including variations as instructed by the CEO; • Event sponsorship proposals – suggestion & preparation; • Event venue & supplier liaison; <ul style="list-style-type: none"> ○ Review, approve & manage venue contract for major industry events ○ Follow up with venue post event ○ Liaison with various suppliers associated with major industry events • Management of all aspects of the major event invitations and RSVP; • Management of event aspects & taskforces in conjunction with the events & policy teams; • Review of guest lists for leaders' luncheons and major industry events; and • Management & liaison with co-partners of industry events <p>Financial Management</p> <ul style="list-style-type: none"> • Annual event budgeting in conjunction with the General Manager, Finance; and • Achieve budgeted surplus for events. <p>This list is not exhaustive and such duties may vary from time to time as directed by the Employer</p>
Required attributes:	<ul style="list-style-type: none"> • Minimum of at least 4 years' experience in an events or similar role; • Experience in corporate event strategy, planning and execution; • Strong organisational skills; • Competent in the use of Microsoft Office programs; • Excellent verbal and written communication skills and attention to detail; • Ability to confidentially prioritise and manage multiple tasks and priorities;

	<ul style="list-style-type: none"> • Demonstrated ability to work effectively under pressure as part of a team or independently to meet deadlines, organise work and set priorities; and • Positive 'can do' attitude.
Desirable attributes:	<ul style="list-style-type: none"> • Experience using Salesforce; and • Completion of a relevant tertiary qualification.
Terms and Conditions:	<ul style="list-style-type: none"> • Sydney CBD office location; • Working outside normal office hours may be required; • Some interstate travel may be required; • A six month probationary period from commencement date and during this time the agreement can be terminated by either party without notice or penalty; • 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); • A formal performance review will take place annually; • The annual leave entitlement is 20 days per annum. The IPA office closes over the Christmas – New Year period. IPA practice is to maximise the Christmas period for staff holidays; and • Personal leave - ten (10) days per annum. This includes sick leave and carers leave.

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

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