POSITION DESCRIPTION

Position Title:	Events & Programs Officer (Arts & Culture)
Position Number/s:	CCB-163
Employment Type:	Full Time, Permanent
Hours of Work:	72.50 hours per fortnight, nine (9) day fortnight
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 2
Location:	Council's World Theatre, Charters Towers
Directorate:	Corporate and Community Building
Department:	Community Development

POSITION OBJECTIVE

Under regular direction, the Events & Programs Officer (Arts & Culture) supports the Events Coordinator in the administration and delivery of Council's calendar of events, Arts & Culture programs. This includes assisting with Council-run events and cultural initiatives and supporting community-led activities that enhance cultural identity, creative expression and community engagement.

ORGANISATIONAL RELATIONSHIPS

Reports to:	CCB-160 Events Coordinator
Directly Supervises:	NIL

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

ORGANISATIONAL VALUES





CHARTERS TOWERS
REGIONAL COUNCIL

POSITION DESCRIPTION

KEY RESPONSIBILITIES

1. Assist the Events Coordinator with the planning and delivery of Council's calendar of events, Arts & Culture events and programs, including festivals, exhibitions, performances and heritage activities.
2. Provide administrative support for communication and engagement with artists, cultural organisations and community groups.
3. Assist with the preparation of grant applications and supporting documentation.
4. Contribute to team projects, including supporting promotion and delivery of Arts & Culture initiatives.
5. Assist with the development and distribution of content for Council communication channels, including websites and social media.
6. Maintain event schedules, calendars and basic budget records to support program delivery.
7. Provide operational and customer service support at events and Council venues, including front-of-house duties as required.
8. Provide general information to customers and stakeholders in line with Council procedures.
9. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
10. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated knowledge of Arts & Culture sectors, including local arts communities, creative industries, heritage or cultural programming.
- Demonstrated experience providing administrative and operational support for events, cultural programs or community initiatives, including assisting with grant application processes.
- Good verbal and written communication skills, including the ability to liaise with internal and external stakeholders.
- Well-developed customer service and interpersonal skills, including the ability to respond to enquiries professionally in both face-to-face and electronic environments.
- Ability to work effectively as part of a team and contribute to a positive and cooperative work environment.
- Ability to work under direction, with the capacity to organise tasks, meet deadlines and manage competing priorities.
- Ability to undertake administrative tasks in a structured, organised and timely manner, with attention to detail.
- Ability to exercise discretion and maintain confidentiality when handling sensitive information.
- Well-developed computer skills including experience in the use of the Microsoft Office suite of applications, specifically Outlook, Excel, PowerPoint and Word as well Adobe Creative Suite and web-based applications.

Desirable:

- Experience supporting events or programs within a theatre or performance venue environment (e.g. front-of-house or box office operations).

| Education/Qualifications |

Essential:

- Minimum education level of completion of Year 10 or equivalent.
- Relevant experience in events, administration or community activities.
- First Aid and CPR accreditation or ability to obtain.

Desirable:

- Certificate III in Business Administration, Events or related discipline.

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence.
- A current Working with Children check (Blue Card) or ability to obtain.

INHERENT REQUIREMENTS AND WORKING ENVIRONMENT

Inherent requirements

The following are essential to performing this role safely. Council will consider reasonable adjustments to help a person meet these requirements.

- Sit or stand at a workstation and use a computer, keyboard and telephone for extended periods to undertake research, prepare correspondence, reports, presentations and other administrative duties.
- Occasionally travel within the Charters Towers region and elsewhere as required to attend business meetings, stakeholder engagements, community events, workshops and other economic development activities.
- May be required to work in a variety of environments, including office settings, outdoor locations and community venues.
- May be required to undertake light manual handling associated with the preparation and delivery of promotional activities, events and workshops, including bending, lifting, carrying and moving materials and equipment.
- Occasional work outside ordinary hours, including evenings and weekends, to provide operational support and assistance with events, workshops and economic development activities may be required to support events, workshops and operational or project requirements.
- May be required to undertake domestic travel, including interstate travel, to promote and market the Charters Towers region, attend industry events, conferences and business development opportunities.

Pre-Employment Checks, Health Monitoring and Immunisation

This position is required to complete a satisfactory health declaration, and a pre-employment medical assessment including a drug and alcohol screen, based on the inherent requirements above.

A national criminal history check may also be required, with the applicant's written consent.

Council takes all reasonably practicable steps to provide a safe and healthy workplace and to prevent occupational disease. Under Council's P0199 Vaccinations and Health Monitoring Procedure, this position is listed on Council's health monitoring register and is not included in the Workplace Immunisation Program.

POSITION DESCRIPTION

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:**_____
(Name)

Date:_____

Manager: _____ **Signature:**_____
(Name)

Date:_____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent:_____ **Signature:**_____
(Name)

Date:_____