

POSITION DESCRIPTION



Major Events
Coordinator

Contract Role

Overview of Role

Introduction:

The Royal Geelong Yacht Club (RGYC) hosts several Major Events. The annual Festival of Sails and the biennial Wooden Boat Festival of Geelong, along with Sailing World and National Championship events.

The Major Events Coordinator will join the RGYC events team on a contract basis from October 2022 through March 2023.

Objective:

To plan and execute the operational elements of the RGYC Major Event calendar for the 2022 / 2023 event season.

Reporting to:

Major Events Manager

Key Stakeholders:

Event Contractors/Suppliers

City of Greater Geelong

Visit Victoria

Major Event Sponsors

Entertainment

Days of work:

The role will be contracted from October 2022 to March 2023. Full time.

Due to the nature of the role, extensive and variable hours may be required in the lead up to and during each Major Event hosted by RGYC.

Salary, Superannuation and entitlements:

Pro-rata annual salary paid fortnightly into account of choice.

Statutory superannuation paid into fund of choice.

Statutory annual leave accrued pro-rata

Personal leave and other entitlements in accordance with the relevant Award and conditions

Time in Lieu hours provided for any overtime worked above 38 hours per week

Job/Task Profile

The primary purpose of this position is to support the Major Events Manager to plan and execute the operational and logistical elements of major events delivered by RGYC.

- Support the team in the delivery of high-quality major events.
- Help to prepare key project and event management documentation such as site plans and event schedules.
- Use your creative flair to enhance the guest and participant experience through

innovative event design, theming, and activations.

- Coordinate operational requirements to support the seamless and successful delivery of our major events.
- Support the delivery of safe and secure events, integrating safety into all aspects of event planning.
- Site Planning - work with key stakeholders to design and maintain site-plans for all Major Events with a focus on establishing efficiencies between events.
- Infrastructure & Contractors - collate infrastructure requirements across all events, prepare scope of works and take to market to secure services in line with budget.
- Production Schedule - develop and own the operational production schedule (bump-in / bump-out) for full event period.
- Event Permitting – work with Major Event Manager to secure relevant permits for each event.
- Health & Safety – work with Major Event Manager & the Sailing Manager to create & update Health & Safety documentation for each event.
- Risk Management - work with Major Event Manager on developing event risk plans.
- Equipment & Procurement – oversee RGYC event equipment and work with the Major Events team to scope and procure any additional items.
- Site Operations - coordinate the site operations and logistics across all major events including the bump in / out period.
- Staff Coordination – coordinate the operational staff involved in Major Events eg. suppliers, volunteers and contractors.
- Operational Cost Control – work with the Major Events Manager to ensure services are secured in line with budget and process payments in a timely fashion.
- Site Holders - coordinate the operational elements for all siteholders at Major Events.
- Event Entertainment – work with Major Events Manager to coordinate and manage overall event entertainment plans.
- Event Compliance – ensure event complies with appropriate legalisation and guidelines
- Establish standardised event procedures and train staff into properly executing them
- Track event key performance areas and identify items to work on for future events

Skills and competencies

- Demonstrated knowledge and experience regarding event management
- Demonstrated experience in managing staff
- Demonstrated experience working with external contractors to deliver required outcomes
- Ability to converse with all customer levels in a polite and systematic manner
- Self-motivated, ideas driven, team player/leader
- Experience in dealing with changing interpersonal situations
- A diligent attention to detail
- High level written and oral communication skills
- Excellent people, time and event management skills
- Competency in computers – Microsoft office, particularly word, excel and power point and publishing software
- Ability to work independently and under strict deadlines

- Ability to formulate and implement efficient and effective event operational plans / timetables / schedules.
- Ability to seek quotes and analyse information to seek the best outcome for the Company.
- Understanding of WHS and risk considerations and requirements in the delivery of major events and festivals.

Our Club Values

- **UNITY**
Members will be unified by decision-making based on consensus and through open and regular communication.
- **RESPECT**
All members will listen to and acknowledge feedback, and treat each other as equal. We will all conduct ourselves by agreed standards, and be positive in our thoughts and actions.
- **ACCOUNTABILITY**
Members and staff will be responsible for their actions by following clear procedures, goals and guidelines.
- **PROGRESSIVE**
We will pursue an innovative and transformational path, ensuring that our decisions are informed and balanced.
- **OPEN**
We will be transparent in our decisions and communication to and amongst members. We embrace community involvement with the Club.
- **MARITIME SPIRIT**
Maritime Spirit We will respect and celebrate our traditions, yachting history and the maritime spirit and leave a legacy for future generations.

