

Position Description – Event Manager

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| Role Title: | Event Manager |
| Reporting to: (direct) | Head of Marketing |
| Scope: | Managing and planning all Bureau events, tradeshows and activities |
| Critical Relationships: | Membership Manager |
| Key Responsibilities: | |
| <p>Manage and plan all CCB events and tradeshows, including:</p> <ul style="list-style-type: none"> • Local, national and international familiarisations • Networking Nights • Industry briefings and education sessions • Board and Annual General Meeting • General Managers lunches • Tradeshows including Canberra on Show, AIME, PCOA, AusAE, Australia Next, etc. <p>Event management</p> <ul style="list-style-type: none"> • Manage development and delivery of annual events calendar • Develop and deliver event programs • Manage event budget with oversight from Head of Marketing • Secure venues and catering • Negotiate industry sponsorship and supplier costs • Manage invitation, registration, and post-event survey process and team debriefs • Attend and manage logistics at events, occasionally after business hours. <p>Tradeshow management</p> <ul style="list-style-type: none"> • Manage member participation at tradeshows • Manage CCB requirements for local, national, and international tradeshows and liaise with tradeshow organisers. <p>Database Management/Reporting</p> <ul style="list-style-type: none"> • Monitor performance against KPI's and strategic plan • Add and maintain accurate event data information on database (SimpleView) • Prepare monthly events reports, including in-kind support reporting. Control marketing inventory. <p>Other</p> <ul style="list-style-type: none"> • Undertake professional development in conjunction with key performance objectives • Represent Canberra Convention Bureau in a professional and ethical business manner at all times • Other tasks and responsibilities as required with the operation of the Bureau • Manage additional projects as assigned by Head of Marketing. <p>The successful applicant will be able to demonstrate the following qualifications and experience:</p> <ul style="list-style-type: none"> • At least 2 years of event delivery experience in a tourism or association role • High-level verbal and written communication skills and attention to detail • Computer proficiency including tools that include Office Suite, Sharepoint, Mail Chimp, Survey Monkey • Ability to prioritise and coordinate multiple projects to deadlines • Demonstrated time management skills • Excellent service orientation and a flexible, client-centric approach | |

- Work well in a small, collaborative team environment
- Qualifications in tourism, events or significant events experience will be highly regarded
- Understanding of business events and the contribution to tourism outcomes for ACT and region.

At Canberra Convention Bureau, we offer:

- Supportive leadership team
- Competitive remuneration package
- Deakin-based office with free parking
- Flexible working arrangements
- Opportunity to work with Canberra tourism industry stakeholders.

General Responsibilities (included on all Bureau job descriptions)

Administration and Reporting

- Administration and reporting as necessary to agreed protocols and time schedules.

Human Resource Management

- Participate and complete Professional Development and Training plans as agreed.
- Actively participate in annual performance reviews.
- Establish and maintain effective working relationships with co-workers, supervisors' members, stakeholders, and the general public.

Industry Knowledge

- Maintain awareness and knowledge of the business tourism sector, in particular the Canberra region environment.

Corporate Governance & OHS

- Ensure activities meet with and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.

Perform duties as required towards growth in business events for the destination.