



## COME, WORK WITH US

### Event Manager // Craft ACT

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Reports to:	Program Director, Craft ACT: Craft and Design Centre
Salary (pro rata 0.9):	\$50,000 per annum + 9.5% super per annum, commensurate with experience
Loading:	Full time, Monday to Friday
Commencement:	Commencing as soon as possible
Term:	The successful applicant will be offered a contract (including a three-month probation period) for one year — with a two-year option.
Leave entitlements:	4 weeks' leave (to be taken the last week in December and first three weeks the following January when Craft ACT is closed)
Days and hours:	75 hours per fortnight. Some evening and weekend work will be required.
Location:	The position is largely located at Craft ACT Headquarters, Civic Square, Canberra ACT. There will also be requirements to work off site during festivals and other public events.

### Be a part of the Craft ACT team

Come, work with us and support Canberra's thriving design and craft community.

Craft ACT is recognised as a leading centre in contemporary Australian craft and design, with a vision to strengthen the dynamic link between the arts – as encompassed in the craft sector – and the broad creative industries and design sector.

We are seeking an experienced, well-organised and highly motivated Event Manager with: exceptional communication, interpersonal and relationship-building skills; database experience; and capacity to work with and service valued partners and sponsors.

Working closely with the CEO/Artistic Director and Program Director, the Event Manager is responsible for delivering a range of events throughout the year, with a special focus on the fast-growing Design Canberra festival. Other events include the annual Artist in Residence open day, artist talks and professional development workshops for Craft ACT members.

**Event Manager  
// Craft ACT Craft and Design Centre**

The position will deliver Craft ACT's respected membership program and maintain relationships with our organisation's growing network of commercial partners and sponsors.

The successful applicant will have demonstrated experience (ideally 2 years) with the development and delivery of events, especially working in collaboration with other organisations and partners to do so. If you are a creative and hands-on team player with outstanding interpersonal and organisational skills, then we'd love to hear from you.

#### **Duties**

1. Work with a team to manage and deliver DESIGN Canberra, an annual high profile festival to support strategic goals including access, attendance, inclusion and income generation for artists.
2. Manage and develop the Craft ACT public program — including the Artist in Residence program, floor talks, occasional trade shows and professional development workshops.
3. Oversee the delivery of the Craft ACT membership program including database management, stakeholder engagement (membership sub-committee), reporting and member liaison.
4. Co-ordinate and report on agreements for sponsors, partners and other collaborating interests for Craft ACT and DESIGN Canberra.
5. Prepare, collate and monitor related documentation including staff reports, Annual Report, risk assessments, insurances, forward plans, work schedules, budgets, contracts, statistics, grants and acquittals and correspondence for the events program.
6. Ensure the smooth and effective implementation and promotion of the events and membership programs including digital and social media, public relations, stakeholder engagement and member liaison.
7. Develop and nurture professional contacts and stakeholders with an emphasis on the design community, the members of Craft ACT, universities, program partners and sponsors. Represent the organisation to stakeholders and the general public.
8. Work collaboratively and harmoniously with all staff members to deliver projects and events, as required. Duties and responsibilities are developed in consultation with the CEO and core staff for each project and/or event.

#### **Selection criteria — essential**

1. Demonstrated experience (ideally 2 years' minimum) in events management and a track record of results.
2. Proven event management skills, including:
  - a. Planning to meet deadlines
  - b. Staff and contractor management
  - c. Stakeholder engagement, including sponsors, media and marketing partners
  - d. Budget management

- e. Logistical planning and delivery
  - f. Risk management planning
  - g. Developing and implementing partner agreements
  - h. Delivering partner benefits
3. High level of communication, interpersonal and organisational skills to be able to manage and prioritise a high-volume workload (including multitasking, self-direction, initiative, facilitation and negotiation skills)
  4. Ability to deliver membership programs and/or customer relationship management programs and databases.
  5. Ability to forge or support innovative commercial opportunities for Craft ACT, DESIGN Canberra and member artists to contribute to revenue targets.
  6. Experience working in a flexible environment and the ability to work some evenings and weekends
  7. Current drivers licence and access to own car
  8. Understanding of and a commitment to the principles and practices of Workplace Health and Safety and Equal Opportunity, to exercise excellent judgment by carrying out established policies and procedures for security and safety of people, artwork and facilities in a complete, consistent and timely manner

#### **Desirable**

- Excellent computer skills (Word, Excel, PowerPoint etc.)
- A generous nature with a desire to share information and ideas
- An interest in art, craft and design
- Additional computer skills (Photoshop, InDesign)

#### **Culture**

- Work as a close team to deliver the artistic program and business operations and a positive and safe work place
- Strive to achieve environmentally responsible business practices and actively look to maintain a healthy work life balance
- Ensure effective relationships with artists, audiences and event partners
- Commit to continuous improvement, using evaluation to understand effectiveness and areas for growth and review
- Contribute to organisational planning and achievement of goals at staff meetings

#### **How to apply**

To apply for the Event Manager position at Craft ACT, send a two page (maximum length) letter outlining your experience and suitability for the essential selection criteria. Please also send a copy of your cv and the names and contacts of two referees including your current supervisor. Please email your application to [designcanberra@craftact.org.au](mailto:designcanberra@craftact.org.au) by 9am (AEST) on 1 March 2019.

For more information contact Kate Nixon, Program Director, Craft ACT, on (02) 6262 9333.