

Position Description – Event Co-Ordinator Role

- 12 month contract with possible extension or permanent position
- Bring your experience in Events to Australia's leading event management agency
- Suits a forward thinking individual, who is able to manage a high pressure environment and multiple projects with precision and professionalism
- Melbourne based – St Kilda Road and some flexibility in working from home / some weekend work for various event projects

KE Creative Events is creative marketing and event management agency specialising in exceptional conferences, elite incentive programs, destination management services and brand activations.

We produce fresh and inspiring moments that create connection. We are passionate, engaged and committed to support our clients objectives.

We are offering this exciting and varied role to an experienced Events Coordinator who will be responsible for the end to end event execution and marketing of various PD events, networking, Awards dinner, AGM and a unique Racing event for an Association client. On top of this there will be scope to work across other major conferences assisting the Event Manager with various administrative support.

Under the guidance of the Director and Events Manager, you will be responsible for the following tasks:

- Attendance at weekly meetings, producing agendas and minutes/action items
- Support sponsor relationships by managing deliverables according to contract arrangements
- Administer venue, AV and supplier bookings and coordination pre, during and post events
- Prepare event materials and administration such as run sheets, delegate materials, slide packs, event budgets and reporting
- Responsible for onsite registration, event staff supervision and coordination for face-to-face events
- Keeping an up to date tasks to date document
- Sourcing host tour companies and facilitating tours with various association partners
- Ongoing development of the annual events calendar, in conjunction with the committee
- Speaker liaison
- Marketing material and schedules, including social media design and strategy
- Website design and registration build via EventsAir platform
- Coordinate the operations and management of virtual events and webinars via Zoom
- Managing multiple stakeholders including Technical Committees & Event Committees
- Briefing multimedia personnel ahead of event and ensuring material is obtained during event
- Develop Post Event Reports that incorporate results from surveys to ensure continuous improvement

Please note: ALL conference management is executed on the EventsAir platform. Training/Certification on this software will be provided to the right candidate.

What we are looking for:

Our team of creators are highly passionate about events – we welcome you on our journey but we ask that you apply only if you have the following!

- Intermediate level of EventsAir Software. Please do not apply if you are not at this level
- Adapt and thrive in an evolving environment
- Bring experience from a previous event-based role either in-house or agency
- Communication and marketing skills – articulate and enjoys creative writing
- Able to manage time well while working on concurrent projects and work autonomously
- Project management experience, minimum of 2 years
- Strong leadership skills that can manage various stake-holders
- High attention to detail and accuracy
- A natural-born problem solver with the ability to think critically and act fast
- Highly Organized and a multi-tasker
- Expert interpersonal skills
- Research and conduct risk assessments
- Demonstrate knowledge of audiovisual, conference suppliers and an active network of hotels and industry suppliers
- A tertiary qualification in marketing and/or events
- Proficient with Apple Software and basic knowledge of graphic design
- A minimum of 2-3 years experience in a similar role desirable
- Demonstrated the ability to remain calm under pressure

If you want to grow within an event agency then look no further. There is plenty of scope to take on more responsibility as you develop your skill-set. We want someone who has a genuine interest in understanding their clients' business and objectives, is prepared to research their industries and bring ideas to the table. If you are just someone that likes to 'just do', then this isn't the job for you!

Salary package depending on level of experience. Travel to attend clients' events will be required as well as the ability and willingness to work out-of-standard hours from time to time to manage work-flow peaks.

If you are interested in applying for the role, please provide a cover letter and resume addressed to Nadia Kentera – nadia@kecreative.com.au by Friday 4th June 2021 or apply via [Seek](#)