



## Senior Coordinator Events and Ceremonies

### Public Programs

### Commemoration and Visitor Engagement

<b>Employment Type:</b>	Ongoing , Fulltime
<b>Classification:</b>	APS 6
<b>Position Number:</b>	60002686
<b>Reports to:</b>	EL1 Assistant Manager Events and Ceremonies

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## The Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

The Events and Ceremonies team coordinate and deliver the Anzac Day and Remembrance Day national commemorations, annual minor ceremonies and events and official visits to the Memorial.

Under limited direction, working both individually and as a member of the team, the Events and Ceremonies Senior Coordinator will provide specialist event and technical planning and delivery of assigned ceremonial and event projects. Excellent administration skills with a strong attention to detail are essential, together with proven high level event and/or project management experience and negotiation skills. A great team player, you will possess the ability to prioritise and manage multiple projects and competing priorities simultaneously. The Senior Coordinator will be responsible for records management, procurement and contract management, and support the team Manager in the development of operational documentation, procedures and policies. You will also assist in mentoring less experienced staff and/or overseeing work tasks and activities and manage effective and productive working relationships with internal and external stakeholders, contractors and third party agencies.

## Core Responsibilities

- Under limited direction and working within established frameworks, coordinate and oversee the implementation of allocated events and ceremonies.
- Undertake high level administrative tasks such as contract and procurement management utilising Tech One, in addition to risk assessment and management planning.



- Establish and maintain productive working relationships with both internal and external stakeholders, contractors and third party agencies. Provide clear and concise guidance relating to ceremonial formats, protocols and technical and production specifications as required.
- Prepare high level documentation and records management relevant to the delivery of events and ceremonies.
- Ongoing development and implementation of operational documentation, contracts, procedures and policies.
- Actively participate and contribute to team and section meetings, prioritising work, sharing information and ideas, and undertaking joint planning, problem solving and service initiatives development (including financial, business and strategic planning).
- Mentor less experienced team members and/or oversee work tasks and activities.
- Represent the Memorial at meetings and various forums as required and manage client and stakeholder expectations.
- Undertake manual handling tasks on a wide range of projects including but not limited to electrical and audio equipment, bollards, barriers and other items used for events and ceremonies.

#### **Additional Requirements:**

- This position is required to work outside core business hours, weekends and public holidays
- Physical ability to perform safe manual handling to move various items and equipment as is required.
- This position may be required to obtain and maintain a Designated Security Assessment

#### **Notes:**

- Please note there are no media or marketing aspects to this position
- A written task will be included in the interview process

#### **Selection Criteria**

1. Proven experience in high level event and/or project management. Qualifications would be well regarded.
2. Highly developed administration skills with a strong level of attention to detail and ability to remain organised. Demonstrated experience with event administration and briefing material highly regarded.
3. Demonstrated experience in Government procurement, contract management, and WHS or event logistical requirements.
4. Demonstrated ability to communicate effectively to a range of internal and external stakeholders in order to achieve desired outcomes.
5. Sound judgement and ability to think critically in order to work independently, whilst maintaining clear and regular communication and reporting with team leaders and other staff.
6. Demonstrated ability to work productively and harmoniously in a team environment, both on individual projects and in collaboration with others.