



Position Description

Position	desertSMART EcoFair Event Manager
Reports to	ALEC CEO
Job Status	Casual Position March - September 2019

Summary of position:

The purpose of this role is to organise and deliver the desertSMART EcoFair and EcoScience Schools Day events in August 2019. desertSMART EcoFair is organised by the Arid Lands Environment Centre and aims to educate, inspire and activate the community around science and sustainability issues.

The desertSMART EcoFair is central Australia's annual premier science and sustainability event. In 2019 the event will feature keynote science communicators, desert scientists, renewable energy professionals and school educators in a series of community events encouraging discussions on the issue of science and sustainability.

The EcoScience Schools Day runs over a two day period that will run alongside the desertSMART EcoFair. This will be a two day event designed to create an engaging and inspiring workshop program for both primary and secondary school students in the Alice Springs region. The workshops will be based on ecological sustainability with a focus on Science, Technology, Engineering and Mathematics (STEM). Last year 550 students attended.

The events will be held from August 8th-11th inclusive. Schools Day is to be held at Olive Pink Botanic Garden on Thursday and Friday August 8th-9th. EcoFair will be held at various locations including Olive Pink Botanic Gardens, Alice Springs Community Garden and potential CBD Locations August 9th-11th.

Duties & Responsibilities:

desertSMART EcoFair:

Organise all facets of the event as per event management plan including;

- Secure sponsorship for the event
- Develop event program with ALEC team
- Engage with relevant stakeholders
- Organise keynote speakers
- Organise relevant workshops
- Work with ALEC Communications Manager to deliver marketing plan and promotional materials
- Organise event logistics - venues, accommodation, PA etc

- Engagement of volunteers
- Coordination of ALEC staff support roles
- Management of event live
- Grant aquittal

EcoScience Schools Day:

Organise all facets of the event as per event management plan including;

- Development of workshop program with ALEC team
- Engagement of workshop providers
- Engagement of schools
- Organise event logistics
- Coordination of ALEC staff and volunteer support roles
- Management of event live
- Grant aquittal

Hours:

- Approximately 44 days over a 5 month period. Approximately two days a week April-July and full time for the week of the event.
- Availability for weekend and evening work during the event is required.
- Some post event work is required.
- You will be able to negotiate with the ALEC Management team to determine a mutually beneficial work schedule.
- **Please note:** You must be available full time between Monday 4th August to Monday 12th August inclusive.

Salary:

The role is a casual part-time position, paid under the Northern Territory Social and Community Services Workers (NT SACS) Award, at the casual rate of \$40.85/hr plus superannuation.

Selection Criteria:

Essential Criteria

- Previous event management experience
- Excellent administrative and operational skills (timelines and budgets)
- Experience managing volunteers
- Ability to work independently and as part of a team
- Ability to work under pressure
- A valid driver's licence
- A valid ochre card (Working with Children clearance)

Desirable:

- Understanding of Alice Springs organisations and community
- Ability to use Excel, Microsoft Word, Photoshop
- Social media experience
- Marketing experience

Please send your resume with a cover letter that addresses the selection criteria to info@alec.org.au by Friday 22nd March.

Please direct any questions to ALEC Communications Manager Nicole Pietsch info@alec.org.au 08 89522497.