

POSITION TITLE Junior Event Coordinator

Reporting to	Directors
Direct Reports	Conference/Event Manager
Purpose of the Position	<p>Agentur is a creative event management company and professional conference organiser that produces extraordinary events. We are based in Darwin, Australia.</p> <p>We are seeking a motivated and efficient Junior Event Coordinator that will assist the planning and delivery of the AGENTUR event portfolio of high-quality events, working collaboratively and taking a “hands-on” approach.</p> <p>Offering flexible working hours, this role will be busy and dynamic.</p> <p>We will provide training in selected events software systems/EventsAir.</p>
Essential Criteria	<ol style="list-style-type: none"> 1. Previous experience, and/or demonstrated aptitude in the ‘hands on’ planning, coordination and delivery of high quality events, both large and small 2. Ability to manage the administration and logistics in the delivery of events. 3. Ability to develop resources as required for the promotion of all events 4. Demonstrated ability to communicate and develop relationships with a wide range of people from diverse backgrounds 5. Excellent organisational and time management skills, with the ability to work effectively and accurately under pressure to satisfy required deadlines. 6. Consistent attention to detail and strong negotiation, communication and presentation skills 7. Well-developed ability to interact with clients in a positive, courteous and respectful manner 8. Demonstrated ability to manage multiple tasks and maintain a positive and enthusiastic approach under pressure 9. Excellent written and verbal communication skills 10. High proficiency in Microsoft applications and ability to apply skills/experience in utilising ticketing/reservations software systems 11. Ability to keep the best interests of both the company and the customers at all times. 12. Punctual and reliable approach to work hours and professional attitude 13. Australian drivers’ licence
Desirable Criteria	<ol style="list-style-type: none"> 1. Bachelor’s degree in Events Management or similar 2. Previous experience in events booking/management software such as Events Air software system. 3. Previous experience in a similar work environment

POSITION DESCRIPTION

Behaviours and competencies	<ul style="list-style-type: none">• Customer Focus• Team Player• Motivation• Great attitude and work ethic• Patience, understanding and tolerance
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Tasks and Responsibilities

For the Job

1. Under direction, assist with the coordination and management of events and functions, including organising venues, venue logistics, and personnel for events, facilities, entertainment, catering, invitations and promotional material for events.
2. Set up applicable registration/ticketing systems using selected software systems/EventsAir.
3. Set up and upload event information to selected software systems/EventsAir.
4. Attend all events in their entirety to assist the smooth operations which includes occasional evenings and weekends
5. Proactively develop and maintain strong relationships with networks, clients, customers and other key contacts and build Agentur brand awareness
6. Provide outstanding customer service and build positive working relationships with internal and external customers.
7. Under direction, obtain any relevant approvals, permits, licences, hire of facilities and insurances pertaining to planned events or activities.
8. Arrange food and beverage, order supplies and audio-visual equipment, make travel arrangements, order event signs, and ensure appropriate venue to meet the quality expectations of the event.
9. Serve as liaison with vendors on event-related matters.
10. Close out all events as required.
11. Be proactive and show initiative , ensuring that all tasks and are completed accurately and in a timely and professional manner ‘
12. Maintain confidentiality at all times
13. Represent Agentur in a professional manner at all times.
14. Reception and phone enquiries
15. Undertake other duties as directed.

For the Workplace

1. Adhere to all company policies, procedures and guidelines, including workplace health and safety, and proactively contribute to maintaining a safe and clean work environment
2. Ensure that all guests receive superior service at all times
3. Help other team members regardless of their role
4. Display a positive attitude
5. Demonstrate and maintain high standard of personal presentation and conduct

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Agentur.

Signature _____ Date: _____

POSITION DESCRIPTION

Print name: _____