

Role Statement for CFC18 Event Manager

Event Manager Responsibilities

Include:

- Planning the CFC18 event from start to finish according to requirements outlined by the CFC18 Organising Committee
- Ensuring adherence to the CFC18 Budget
- Proposing modifications and improvements to enhance the event's success

Job brief

The CFC18 Organising Committee is seeking to engage a capable Event Manager to take primary responsibility for the delivery of the Commonwealth Senior and Veterans Fencing Championships (CFC18), to be held at the AIS in Canberra from 23 to 28 November 2018.

The successful candidate will project manage the delivery of a high quality event in a timely and cost-effective manner.

The Event Manager will report regularly to the CFC18 Organising Committee (comprising representatives of ACTFA, AFF and CFF).

The Event Manager will require proven organisational abilities, an eye for detail and an enthusiastic approach to the marketing and promotion of the event.

The Event Manager will be engaged on a contract basis for a fixed fee which is subject to budget constraints but may be increased subject to the outcome of current funding applications.

The position offers an excellent work experience opportunity for anyone looking to develop a career as an Event Manager.

The role will be available from March 2018 to December 2018. During the initial phase, the role will be on a part-time basis with flexible hours and can be carried out remotely. However, relocation to Canberra will be required in the immediate lead-up to and during the event at which time a full-time commitment will also be required.

Responsibilities

- Plan the event from start to finish according to the requirements of the CFC18 Organising Committee
- Ensure adherence to the CFC18 Budget as set by the CFC18 Organising Committee
- Develop strategies to effectively promote and market the event
- Take primary responsibility for successful delivery of the event, including:

- co-ordinating all operations
 - liaising with Australian and international athletes and team managers
 - sourcing and negotiating with contractors and suppliers (eg accommodation, venue set-up, merchandise etc)
 - supervising all contractors during the event
 - sourcing, organising and training volunteers
 - designing and leading marketing and promotional activities
- Ensure event is completed smoothly and effectively resolve any issues that might arise
 - Carry out a post-event analysis and prepare financial and qualitative reports

Desired Skills

- Experience as an Event Manager
- Project management skills
- Knowledge of event marketing techniques
- Computer savvy; proficient in MS Office
- Outstanding communication and negotiation ability
- Excellent organisational skills
- A knack for problem-solving
- Customer-service orientation
- A team player with leadership skills
- Relevant tertiary qualifications will be considered favourably

Tasks

The tasks that Event Manager will undertake are as follows:

Develop Event Operation Plan

The Event Manager will develop and maintain an operating plan, for the event which will include the following components:

- Training facilities
- Competition facilities
- Accommodation arrangements for officials and referees
- Volunteers
- Welcoming event
- Competition dinner

Liaison

During the preparation for CFC18, the Event Manager will be required to liaise with:

- Sponsors to ensure that all sponsorship arrangements are fulfilled
- ACTFA to obtain all necessary support for the conduct of the event
- Australian and international team management
- DTs, Referees and officials
- VIPs
- Volunteers
- Technical Operations Management

- AIS Venue Management authority for the bump-in, running and bump-out of the event. This includes the event fields of play in the agreed mode, athlete areas and facilities, spectator areas and facilities, management areas and facilities, Equipment Control, and training area and facilities.

Arranging Subcontractors

Identify need for external expertise. Specify, negotiate and contract for delivery, as required, within agreed Budget.

Manage Volunteer Staff

Provide Position Description templates for all specific personnel. Work with ACTFA to assist in recruiting and training volunteers.

Entries and Results Management

Be the contact for and provide services to receive and confirm entries, handle all CFF and member enquiries, publish and distribute results as required.

Communication and Media

Maintain the CFC18 website and Facebook page to provide full event information and communication before, during and after the event. Liaise with media manager to fully service social media, print and broadcast requirements as agreed within the approved Financial Model.

Accommodation and transfers

Identify and retain accommodation and transfer suppliers/partners to service levels as agreed by the CFC18 Organising Committee.

Medals and prizes

Liaise with CFF to commission the design, production and delivery of the CFF medal. Arrange medal winner tributes and sponsor donated prizes where possible.

Drug tests

Negotiate and facilitate testing to CFF requirements with accredited agency if required.

Visa Support

Liaise with International Event Coordinator Network, Department of Immigration and Citizenship to support visa applications where required.

Event reports and funds acquittal

Prepare and present all event reports and acquittal documents on provision by ACTFA of audited accounts.

Costs and Disbursements

All costs and disbursements incurred in relation to the conduct of CFC18 must be approved by the CFC18 Organising Committee. The Event Manager is required to work closely with the ACTFA Treasurer to deliver the event in accordance with the agreed budget.