**Associate Events Specialist**

**Are you an events expert with a passion for LGBTQ+ inclusion?**

**Join us in a small collaborative team delivering a range of impactful events!**

* *ACON’s Pride Inclusion Programs* is offering an exciting opportunity for a dynamic person with a passion for creating exceptional events and LGBTQ+ inclusion to cover a parental leave absence for 12 months.

**What’s Pride Inclusion Programs you say?**

ACON's national Pride Inclusion Programs (*Pride in Diversity*, *Pride in Sport*, *Pride in Health + Wellbeing*, and *Pride Training*) proudly stand as Australia's suite of not-for-profit support services dedicated to supporting employers, sporting groups and health + wellbeing service providers in all aspects of Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) inclusion.

Sitting within Australia's largest LGBTQ+ community health organisation, ACON, these programs provide ongoing expertise and support across all sectors and industries via membership programs, fee-for-service training, national benchmarking indices and events.

**Ok, so what’s the role?**

The Associate Events Specialist works alongside ACON’s Pride Inclusion Programs’ Events & Social Media Producer to assist in the organisation and facilitation of a number of major events including the *Australian LGBTQ+ Inclusion Awards*, *Pride in Sport Awards*, *Pride in Health + Wellbeing Awards*, *Pride in Practice Conference*, *Pride in Sport Summit* and the programs presence at community events such as *Mardi Gras’ Fair Day*.

This role reports directly to the Associate Director, Operations, Events & Partnerships, Pride Inclusion Programs and requires:

* Event planning and organisation.
* Ticket registration, including managing guest lists.
* Engaging and working with event suppliers, sponsors, and corporate professionals.
* Sourcing event materials as needed.
* Tracking and managing event budgets and expenses.
* Internal and external communications including event promotion, event information and post-event feedback.
* Attending and assisting on the day of the events, including bump-in and bump-out.
* Assisting and co-ordinating with Audio Visual and Venue teams at events.
* Liaising with Entertainers, MC’s and Speakers in the lead-up and during events.
* Organising and assisting with merchandise sales.
* Assisting with social media content creation and scheduling.

**Who are we looking for?**

Someone with:

* Event management / coordination experience.
* Knowledge and/or experience working with LGBTQ+ communities.
* Experience in managing event budgets as well as sourcing and negotiating, and engaging suppliers.
* Knowledge of, and experience using MS *Excel*, *Word* and *PowerPoint*.
* Good oral and written communication skills for both internal/external stakeholders.
* Ability to work independently and as part of a collegiate team; willing to assist across all areas during peak times.
* High level organisation and efficiency, including the ability to manage multiple tasks and events at any one time.
* Ability to maintain professional conduct when dealing with clients and stakeholders.
* Ability to manage personal social media engagement in alignment with ACON’s policy and practices.

**Some additional desirable attributes:**

Someone with:

* A current unrestricted Drivers Licence.
* Social Media content creation and management experience.
* Experience using *Hootsuite*, *MailChimp* and *Survey Monkey*.
* Experience managing and updating *WordPress* websites.
* Experience organising and running Online Events using *Zoom* Events or similar platforms.
* An understanding of and commitment to ACON’s communities.

**What else can we tell you?**

ACON provides a colourful, nurturing, and fun workplace. Our employees and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver innovative community engagement and health promotion programs and initiatives for our communities.

To support the successful candidate in their new role at ACON we offer:

* Flexible working arrangements.
* Generous learning and development opportunities.
* Supportive working environment with a knowledgeable and friendly team.
* Salary Packaging up to $35,000 gross up value (i.e., currently up to $15,900 Expenses + $2,650 Meals, tax free).
* Generous pro-rata leave entitlements – including up to an extra week of paid leave for full time employees to be taken during our Christmas and New Year’s shutdown period.
* Employee Assistance Program (EAP) – access to a comprehensive counselling service free to employees.

**What’s the remuneration and working details?**

**Salary**: Commensurate with skills, qualifications, and experience.

**Location**: ACON’s Gadigal/Sydney office, with flexible working options a possibility (away from the office).

**Hours:** Full-Time (70 hours per fortnight) on a 12-month fixed-term contract with the possibility of extension.

**How can I find out more details and apply?**

If this sounds like you, we invite you to apply to join our team and help us make a meaningful impact on the lives of those we serve. By joining us, you will be part of a mission to create a healthier and more inclusive community. We highly encourage Aboriginal and Torres Strait Islander people, people from CALD backgrounds, people with disabilities, and people of all genders to apply.

For more information on the role, please contact Elaine Czulkowski, Associate Director at [eczulkowski@acon.org.au](mailto:eczulkowski@acon.org.au).

If this sounds like the position and organisation you’ve been looking for, find out how to apply at www.acon.org.au/jobs.

All applications must include:

1. Your completed *ACON Employment Application Form* – with all the details filled in where requested;
2. Your *Cover Letter* outlining how you meet the *Selection Criteria* (max 2 pages); and
3. Your *Resume* (max. 2 pages).

**Applications close: Sunday 8 September 2024**

We are grounded in the belief that diversity is our strength, our differentiator, and at the core of who we are and what we do. As part of our commitment to inclusion, we encourage applications from people living with HIV, Aboriginal and Torres Strait Islander people and LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

[www.acon.org.au](http://www.acon.org.au)

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| APPROVED: Director, Pride Inclusion Programs | Associate Events Specialist, Pride Inclusion Programs | Aug 2024 |

**POSITION DESCRIPTION**

**Position Title:** AssociateEvents Specialist, Pride Inclusion Programs

**Work Level:** Professional

**Reports To:**  Associate Director, Operations, Events & Partnerships, Pride Inclusion Programs

**Direct Reports:**  This position does not have any employees reporting into it

**Position Overview**

The Associate Events Specialist works alongside ACON’s Pride Inclusion Programs’ Events & Social Media Producer to assist in the organisation and facilitation of a number of major events including the *Australian LGBTQ+ Inclusion Awards*, *Pride in Sport Awards*, *Pride in Health + Wellbeing Awards*, *Pride in Practice Conference*, *Pride in Sport Summit* and the programs presence at community events such as *Mardi Gras’ Fair Day*.

This role reports directly to the Associate Director, Operations, Events & Partnerships, Pride Inclusion Programs.

**About the Team**

ACON’s Pride Inclusion Programs provide Australian employers, National and State Sporting Organisations, and health and care-based organisations with specialist advice, training and consulting services covering all aspects of lesbian, gay, bisexual, transgender and queer (LGBTQ) inclusion. This national suite of programs, which includes *Pride in Diversity*, *Pride in Sport*, *Pride in Health + Wellbeing*, and *Pride Training*, incorporates Australia’s only LGBTQ Workplace and LGBTQ Sporting Inclusion programs as well as the major LGBTQ+ events mentioned above.

The Events & Partnerships team are a small but very effective unit that works closely to ensure we deliver first class events that support the work we do at ACON’s Pride Inclusion Programs.

ACON provides a colourful, nurturing, and fun workplace. Our employees and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver innovative community engagement and health promotion programs and initiatives for our communities.

**Main Activities**

This position requires you to organise and run logistical and operational components for our events, including:

* Event planning and organisation.
* Ticket registration, including managing guest lists.
* Engaging and working with event suppliers, sponsors, and corporate professionals.
* Sourcing event materials as needed.
* Tracking and managing event budgets and expenses.
* Internal and external communications including event promotion, important event information for attendees and collecting post-event feedback.
* Attending and assisting on the day of the events, including bump-in and bump-out.
* Assisting and co-ordinating with Audio Visual and Venue teams at events.
* Liaising with Entertainers, MC’s and Speakers in the lead-up and during events.
* Organising and assisting with merchandise sales.
* Assisting with social media content creation and scheduling.
* Actively participating in, and contributing to, an ongoing process of supervision, building a positive team culture, information exchange and effective team meetings, quality improvement and professional development strategies.
* Performing other duties to assist with the work of the division and events as requested by the Manager (or designate).

**Selection Criteria**

**Essential:**

1. Event management / coordination experience.
2. Knowledge and/or experience working with LGBTQ+ communities.
3. Experience in managing event budgets as well as sourcing and negotiating, and engaging suppliers.
4. Knowledge of, and experience using MS Excel, Word and PowerPoint.
5. Good oral and written communication skills for both internal/external stakeholders.
6. Ability to work independently and as part of a collegiate team; willing to assist across all areas during peak times.
7. High level of organisation and efficiency, including the ability to manage multiple tasks and events at any one time.
8. Ability to maintain professional conduct when dealing with clients and stakeholders at all ACON aligned events and ability to manage personal social media engagement in alignment with ACON’s policy and practices.

**Desirable:**

1. Current unrestricted Drivers Licence.
2. Social Media content creation and management experience.
3. Experience using *Hootsuite*, *MailChimp* and *Survey Monkey*.
4. Experience managing and updating *WordPress* websites.
5. Experience organising and running Online Events using *Zoom* Events or similar platforms.
6. Understanding of and commitment to ACON’s communities.

**Additional Information**

* The role is Full-Time, 70 hours per fortnight and Gadigal/Sydney based.
* The role requires working flexibly, including some evenings and the occasional weekends.
* We offer flexible working arrangements.

**How do I apply?**

You must email us the following three documents in MS-Word or PDF format to [vacancy@acon.org.au](mailto:vacancy@acon.org.au):

* + 1. **Your completed ACON application form – with all the details filled in**

You can download this at <https://www.acon.org.au/about-acon/jobs/>

* + 1. **Your Cover Letter outlining how you meet the Selection Criteria**

Tell us how you meet each of the Selection Criteria in the Position Description in detail.

Tell us how your skills and experience relate to the requirements of the role and how you’d use them to excel in this job.

To do this, please address each criterion separately. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.

* + 1. **Your Resume**

Tell us about your current and previous employment and your education. Be sure to include:

1. Your **Name**, **Contact Details** and preferred **Pronouns**.
2. Your **Education** including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.
3. Your **Work Experience** including jobs, internships, and volunteer work.

**How does recruitment work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application, cover letter and resume. You will receive an email acknowledging receipt of your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applications and offer interviews to those applicants whose applications best address the requirements of the position.

**3) Interview**

If you are shortlisted for interview, you will be contacted by the Recruiting Manager and invited to an interview. Your interview may take the form of a question-and-answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The Recruiting Manager will let you know the format of the interview and any documents, presentations, or examples of previous work that you might need to bring with you.

**4) Offer**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most qualified and capable of carrying out the duties of the position will be offered the role. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks, Proof of Vaccination and Working with Children Checks (if applicable).

**5) Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack from the People and Culture Team including your contract and other documents (E.g., the ACON Code of Conduct, Tax File Declaration, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the People and Culture team, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-3 business days acknowledging receipt of your application, and informing you of the date by which all successful applicants will be notified they have progressed to the next stage of the recruitment process. If you have not been contacted by this date, then unfortunately your application has not been successful.

If you are successful in gaining an interview, the Recruiting Manager will contact you to arrange a suitable date and time for interview. If you are not selected for an interview, you will not receive any further notifications regarding your application for this role. We appreciate the time you took to respond to our advertisement, and for your interest in ACON, and encourage you to apply for future roles that are advertised that fit your skills, experience, and qualifications.