

## EVENTS ADMINISTRATOR

The Australia Institute is seeking an Events Administrator who will be responsible for planning, delivering and evaluating a busy, high-quality program of events to promote our profile.

The role requires exceptional organisational skills, attention to detail, and most importantly, the passion and commitment to making a difference.

The ideal candidate is someone who thrives in a fast-paced environment, in a collaborative team setting and is goal driven.

### About The Role

This full-time role, located in Canberra, will plan, organise, and execute a diverse program of events of all types and sizes, both in person and online.

Reporting to the Executive Assistant, you will be responsible for:

- Supporting the delivery of an annual calendar of events and campaigns.
- Managing a wide range of stakeholders, including speakers, venue providers, caterers, audio visual providers, attendees, donors etc.
- Managing event registration, ticket sales and processes, and responding to attendee enquires.
- Setting up and promoting events via internal systems like Nation Builder, and online platforms like Eventbrite, Facebook, our website and other relevant software & platforms.
- Developing and managing event timelines, run sheets, event schedules and floor plans etc.
- Managing event logistics, including setup, teardown, and onsite management.
- Evaluating event impact to identify opportunities for improvement and provide recommendations for future events.
- Ensuring general administrative tasks are completed.
- Any other reasonable tasks that may be required from time-to-time.
- The nature of the role requires out of office and out of hours work.

### About You

We are seeking a passionate administrator with at least one year of relevant experience. You must have:

- A minimum of 1 year experience providing administrative support for setting up and running a range of events in a corporate environment.
- Computer literacy and familiarity with databases, spreadsheets, word processing and experience using an electronic records management system or customer record database.
- A can-do attitude with creative problem-solving skills to handle the unexpected.
- Excellent organisational and time management skills with outstanding attention to detail.
- The ability to work well under pressure in a fast-paced environment, manage multiple projects simultaneously and meet deadlines.

- Strong communication and interpersonal skills to work effectively with clients, suppliers, and the broader team.

## About Us

The Australia Institute is an independent public policy think tank that conducts research and advocates for progressive policies across a range of social, economic, and environmental issues. With a focus on evidence-based research and impactful advocacy, we aim to shape public discourse and drive positive change for a better Australia.

## What We Offer

- ✓ The opportunity to make a significant impact on important social and environmental issues.
- ✓ A supportive and inclusive work environment that values creativity, innovation, and collaboration.
- ✓ Competitive salary commensurate with experience.

If you are passionate about driving change and are excited to bring The Australia Institute's work to broad audiences, we want to hear from you!

## Application Instructions

You must have the right to live and work in Australia to apply.

To apply, please submit your resume, a cover letter (no longer than two pages) outlining your relevant experience to [recruitment@australiainstitute.org.au](mailto:recruitment@australiainstitute.org.au). Please include "Events Administrator - [Your Name]" in the subject line. Applications without a cover letter will not be considered.

Applications must be submitted by 11:59 pm on Sunday 28 April 2024.

***Please note: The position is subject to a one-year contract, with the possibility of ongoing work. Part-time, remote or work from home arrangements are not available for this position.***

***Salary will be negotiated based on skills and experience.***

The Australia Institute is an equal-opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

For further information about this opportunity, please email [recruitment@australiainstitute.org.au](mailto:recruitment@australiainstitute.org.au), and we will get back to you.

Join us in shaping a better future for Australia.