

POSITION DESCRIPTION

EVENT COORDINATOR

Department: Corporate

Reporting to: General Manager

WHO ARE WE?

MONSU Caulfield is the Undergraduate Student Union at Monash University, Caulfield Campus. We service over 9000 students by providing free services, programs and support, as well events, activities and representation, to ensure students have the best possible university experience.

MONSU Caulfield is a not-for-profit organisation, comprised of full-time and part-time staff and a democratically elected student council (Student Representatives). We're an organisation run by students, for students, with a passion for ensuring a great student experience on campus and that student interests and issues are being addressed by the University, government and broader community.

With portfolios across a range of areas like women's, welfare, queer, overseas students, people of colour and much more, we strive to be a leader in student representation and providing outstanding experiences for all students. We do this through campaigns, events, activities, workshops, advocacy, welfare and support.

MONSU Caulfield staff are integral in providing high level expertise and support necessary to ensure the services we deliver students are of an outstanding quality.

WHAT DOES AN EVENT COORDINATOR AT MONSU CAULFIELD DO?

Your core purpose will be to support and coordinate all events under MONSU Caulfield (M.C). This also includes overseeing and providing support to our M.C Student Club events.

This role involves the end-to-end management of events for a youth-focused, student demographic. This means from ideation, through to planning, logistics, budgeting, reviews of events, and everything in between, you will be the key person responsible. You'll be working in conjunction with the Student Representative (SR) Council and relevant staff for all M.C events, and guiding M.C Club events.

For M.C Clubs, you'll be networking, training, and assisting club executives on how to best plan their club events and providing expert advice. You'll also help them schedule events to ensure minimal clashes between M.C events, and other clubs or University events.

You'll be the go-to person at M.C for anything event related. Creating and executing dynamic events for 18–23 year old undergraduate students, both domestic and international. You can expect to organise 2–3 major event weeks, 3–5 minor events, and smaller level weekly recurring events in a year, and support and advise on all club events.

Maintaining and creating industry relationships with suppliers, photographers, musicians, venues and more will be important to ensuring ease of future events and smooth runnings on event days.

This role will work in consultation with the General Manager regarding risk management and compliance for events across M.C and Clubs. You'll also work together on planning and understanding the M.C strategic plan, as well as helping manage SR team expectations, in particular how MONSU Caulfield and the university policies and procedures can impact their event plans.

This position also works closely with the Communications and Creative teams, Student Development Coordinator, and University student engagement stakeholders.

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KEY SKILLS AND KNOWLEDGE

Managing Change	Demonstrated ability to support innovation and organisational changes to improve organisational effectiveness. Confidence and ability to initiate, sponsor, and implement organisational change if required, and helping others to successfully manage organisational change to better service M.C and clubs
Managing Performance	Demonstrated ability to take responsibility for one's own performance by setting clear goals and expectations, receiving and accepting feedback, and addressing performance problems and issues promptly
Problem Solving	Demonstrated ability to tackle problems using a logical, systematic, and sequential approach. Being adaptive and taking initiative is integral to attaining optimal results, especially in events
Strategic Thinking	Demonstrated capacity to see the big picture by using critical thinking to overcome complex issues and plan for the future
Communication	High level written and verbal communication skills, able to clearly articulate information and listen attentively to ensure effective operations. Has the ability to interact with and listen to culturally diverse groups and build rapport
Event Experience	Proven 3 years experience in event coordination. This includes but is not limited to ideation, planning, networking, floor planning, event logistics, risk management, event set-up and pack-down, financing, multitasking and personnel rostering
Qualifications	A tertiary education or relevant equivalent is essential. Event based qualifications are preferred
Leadership	Proven individual leadership qualities. Ability to use initiative, work without supervision and firmly but fairly lead, coordinate and liaise with groups of people
Creativity	Demonstrated openness and willingness to try new ways of doing things, innovations and maintaining enthusiasm on new challenges. You're able to bring visions to life
Risk Management	Demonstrated knowledge of safe work practises, following procedures, and understanding and applications of OH&S policies

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CORE VALUES

Innovation	You always strive for better and are excited to bring new ideas to life and make them successful
Integrity	You are honest, responsible, reliable, compassionate, trustworthy and work with transparency
Teamwork	You work collaboratively to build trust and inspire your team members. You make sure you're leading others to be respectful, collaborative and accountable to enhance a healthy work culture
Pursuing Personal Development	You actively identify new areas for personal learning and commit to gaining new skills and developing contemporary knowledge to improve your team's results
Empowering Others	You convey confidence in other's ability to be successful, especially with challenging new tasks. You can delegate significant responsibility and authority, and empower your team to accomplish their goals and resolve issues
Championing Young People	You believe young adults are the leaders of tomorrow and wish to help guide, teach and mentor all students from diverse backgrounds to produce great outcomes

This role requires a Victorian drivers licence, a valid working with children check and evidence of full COVID-19 vaccination compliance. MONSU Caulfield expects awareness of and compliance with Monash University and MONSU Caulfield policies and procedures.

This position description will help me better understand my role within MONSU Caulfield. I also accept that my Manager will use this position description during my performance appraisal.

Signature:

Date: