

Event Manager

The Event Manager plays a pivotal role in advancing the School's strategic objectives by cultivating a vibrant sense of purpose and connection within the Queenwood community and extending that spirit to the broader community through engaging events.

The role promises variety and excitement, ensuring the Event Manager is at the heart of key community engagements and initiatives.

The Event Manager will engage with a diverse array of stakeholders, including current students and alumnae, current and former staff, current, former, and prospective parents, friends and benefactors of the School, neighbours, local councils and businesses, and community organisations at local, state, and national levels.

Reporting and Working Relationships

The Event Manager will report directly to the Chief of Advancement and ultimately to the Principal. On a day-to-day basis they will work closely with the Executive staff, Director of Development, Heads of Department, and the Marketing & Communications Team as required.

Employment Type

This is a full-time permanent role and you will be expected to attend a range of school activities and events outside of normal working hours.

Role Responsibilities

Core Event Tasks

In taking responsibility for these events, the Event Manager will ensure that all aspects of planning, communications and implementation run smoothly. Tasks will include:

- booking venues and caterers.
- coordinating printed materials (programs, menus, posters, invitations etc).
- decorations, photography, publicity.
- managing bookings, RSVPs, venues, AV, transport.
- coordinating activities and ensuring appropriate risk assessments.
- hospitality for guests.
- personal attendance to manage logistics (including out of hours).

The Event Manager will:

- Assist in managing other events as needed, including but not limited to events for prospective parents (e.g. orientation, open and introductory days).
- Where required, photograph/record events (for which basic training in photography will be provided) for use in communications.
- Prepare detailed annual plans and provide regular reports to Chief of Advancement on activities and outcomes.
- Undertake other projects or duties as specified by the Principal or Chief of Advancement from time to time.

Current School Community

The Event Manager will:

- Offer the Principal and Chief of Advancement, strategic advice on developing events and programs to engage current parents and friends of Queenwood to further the School's objectives.
- Devise, deliver and continually review an annual program of events to ensure stakeholder engagement and a strong, positive public profile for the School.
- Liaise with the Advancement Team and other key staff to ensure that events are well publicised and community relations needs are incorporated into the School's overarching communications strategy.
- Support the Queenwood Parents' Association (QPA) with administrative requirements (e.g. contact lists, handbooks, publicising events) and liaise with them on issues relating to communications and events (but not school operational matters). While also ensuring that their school-based or large-scale events run smoothly and consistently with the School's requirements.
- Events for which the Event Manager will be responsible include but are not limited to:
 - Formal school occasions such as School's Birthday, Foundation Day, Senior Service, Valette Assembly, Speech Day.
 - Celebrations and dinners such as Year 12 Formal, Valedictory Dinner, Balmoral Lecture Dinner, Rowing Dinner.
 - Audience arrangements for performances such as school concerts, dramatic performances, Carol Services etc.
 - Parent and community events such as the Balmoral Lectures, Mothers'/Fathers' Day breakfast, Family & Friends Day, major fundraising events (e.g. Red Shield, 50Km Walk), large-scale Expos/Information evenings.
 - Official alumnae events whether on- or off-site.

Alumnae

The Event Manager will:

- Devise, plan, publicise and execute an annual programme of alumnae events (including events for alumnae living outside Sydney).
- Ensure such events maximise attendance by alumnae, generate goodwill towards the School, and engage alumnae not just with each other but with the School today.
- Manage all such events and regularly review their success (including by surveys and other feedback).
- Build and maintain a strong relationship with alumnae.
- an events plan.
- Use alumnae records to identify opportunities for the School (e.g. potential speakers, advisors, Governors etc.).
- Collaborate with the Director of Development to identify networking opportunities and events which enrich opportunities and strengthen connections between current students, current and former parents, alumnae, and other friends of the School.

Key Competencies

- The ability to think strategically, develop and implement a detailed vision and contribute to whole-school strategic planning.
- Strong communication interpersonal skills with adults and children from a wide range of backgrounds.
- Commitment to providing the highest possible service and attention to detail in the stewardship of community relationships.
- Ability to lead, motivate and manage diverse teams of people.

- High level administrative, organisational and event management skills.
- Strong IT skills and the ability to implement data-management systems and processes, including the use of data to underpin strategy development.
- Willingness to work flexibly including attendance at events out of normal business hours.
- Understanding of and experience in budget processes and financial controls,
- An understanding of change management and the ability to engage colleagues to bring about sustained change.
- Genuine and demonstrable commitment to educational excellence and an empathy with the ethos and ideals of Queenwood.

Personal Attributes

- Calm, warm, collegial, and professional demeanour.
- Confident, flexible, 'can do' approach with the ability to respond professionally and resourcefully to the unexpected.
- Excellent written and oral communication skills.
- High level organisational and planning skills with strong attention to detail.
- Outstanding work ethic, including a willingness to work flexibly when required.
- Aptitude to coach, motivate and manage people.
- Initiative, maturity of judgment, resilience.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Ability and willingness to contribute positively to the wider life of the School and support its values.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Resume & cover letter addressing the criteria / position requirements.
- Queenwood Non-Teaching Staff Application Form
- Your email address

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance and NSW RSA competency card.

Closing Date for applications is **9am, Monday 9 December 2024**. Invitations to interview for this role may be extended prior to the closing date and Queenwood reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

Please note that Queenwood does not accept unsolicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.