



UNSW Student Life

Project Officer (Mardi Gras)

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| Job Title: | Project Officer (Mardi Gras) |
| Department: | Marketing |
| Section: | Membership |
| Reports to: | Project Coordinator |
| Location: | UNSW Kensington and/or remote |
| Date Revised: | November 2022 |

COMPANY

Arc is the cool older sibling at UNSW. We pride ourselves on our obsession with student life because we know that the best parts of going to uni is all the fun stuff you do outside the classroom. Our mission is to create the best student experience and we do that through a huge range of opportunities and services available to students online and in-person. Working at Arc you'll join a welcoming team of passionate people who believe in listening to students, working together and constantly being better. Plus there are plenty of employee perks like cake, volleyball, Arc Wellness and heaps more.

TEAM

Arc Marketing is responsible for amplifying the brand and reputation of Arc. We promote and celebrate the wide variety of student happenings in ways that capture the spirit of our organisation and aligns with our customers' values. We are obsessed with generating vibrant content across social media, print, merchandise, signage, campaigns, activations and whatever else swings our way. The team has 10 full-time staff across communications and graphic design, and another 10 student-staff/ work-integrated learning roles throughout the year.

POSITION SUMMARY

The Project Officer (Mardi Gras) is a junior, casual position who will work with stakeholders across Arc and UNSW to deliver the UNSW Mardi Gras Parade float. The role is casual (10-12 hours per week for 4 months) and will coordinate participant registration, liaise with Sydney Gay & Lesbian Mardi Gras officials, lead the creative vision and ensure maximum exposure for the float. The candidate will be exceptionally well-organised and exhibit creative flare. The ideal candidate should identify as LGBTQIA+ or demonstrate exceptional allyship. The role will be mentored, supervised and nurtured in a safe and supportive environment so entry-level candidates are encouraged to apply.



KEY TASKS & ACCOUNTABILITIES

1. Promote, recruit, engage and include UNSW students and staff to participate the in the UNSW float.
2. Devise the creative concept (costumes, music, choreography) for the UNSW float.
3. Attend all Sydney Mardi Gras official briefings and correspondence.
4. Manage the budget and logistics of the float organisation.
5. Drive social media engagement and public relations for the UNSW Mardi Gras float.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Be a current UNSW student with Australian working rights
- Strong affinity to the LGBTIQA+ community
- Experience in stakeholder management
- Experience training students or volunteers
- Eagerness to take initiative to amplify the Arc brand and generate content

POSITION RELATIONSHIPS

Manager:

EDI & Projects Coordinator

Direct reports:

NA

EMPLOYMENT DETAILS

- \$29.15 per hour + super for 12 hours per week, for up to 4 months
- Development and training
- Flexible work

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.