

Position Description

Job Title:	Student Events Manager
Department:	Venue and Events
Section:	Events
Responsible to:	Events & Operations Manager
Location:	UNSW Campus, Kensington
Date Revised:	July 2022

PRIMARY OBJECTIVE

The Student Events Manager is responsible for programming and facilitating events on campus engaging UNSW's diverse student population. This role is the main point of contact for all student groups enquiring about Roundhouse venue bookings or seeking assistance in programming their events in venue.

With a dual focus this role will coordinate and support both Roundhouse events and events programmed across the UNSW campus. This includes managing staff, volunteers, coordinating logistics and liaising with suppliers to organise events

Primary areas of responsibility include:

- Programming large-scale Roundhouse events such as concerts, student parties, and other feature events in the Roundhouse concert hall.
- Developing and implementing events that engage a wide range of UNSW students both at Roundhouse and across the campus
- Co-ordinating a weekly activities program during session times in Uni Bar
- Working with student clubs to facilitate room bookings and student-initiated events
- Collaborating with other Arc departments on event programming, design, and operation across campus
- Managing staff, volunteers, coordinating logistics and liaising with suppliers and stakeholders involved in the organisation and delivery of events

ORGANISATIONAL CONTEXT

Arc @ UNSW is a student membership organisation that provides recreational, cultural, representational and retail services to the students of the University of New South Wales (UNSW). The organisation operates as a commercial entity to maintain financial viability and to provide student services and programs for members.

Arc directly employs approximately 50 staff on a permanent basis and approximately 200 casual staff. The organisation also utilises the time and resources of a large number of student volunteers to administer programs and events.

The Venue & Events department manages the operations of the Roundhouse, takes booking for the Whitehouse and various sporting fields, and oversees the operations of student events and functions. The department also manages a diverse commercial clientele, and is committed to offering students the best possible student experience, balanced by the expectation of providing a high level of service to commercial clients.

REPORTING RELATIONSHIPS

The Student Events Manager reports to the Head of Events.

Other Reports to Manager

Commercial Event Manager
Events Office
Admin Assistant
Casual event & function staff

Reporting to this position

Casual event and function staff

Additional positions within the Venue & Events Department

DEPARTMENT MANAGER

- Director of Venue & Events

FOOD & BEVERAGE

- Food and Beverage Manager
- Bar Manager
- Kitchen Manager
- F&B Casual staff

PRODUCTION

- Production Manager
- Production Casual staff

KEY INTERNAL & EXTERNAL RELATIONSHIPS

Internal

- Clubs and Societies
- Venue and Events colleagues
- Casual department staff
- All Arc Staff

External

- UNSW Students & Staff
- Clients and promoters
- Contractors (e.g. security)
- Patrons

POSITION DIMENSIONS

Staff:	Casual staff will report to this position at some events
Budget:	The position has budgetary accountability and needs to work within a set budget framework across events and activities platforms.
Hours:	38 per week. Some after hours and weekend work required.

KEY TASKS & ACCOUNTABILITIES

- Drive event creation and operation of Roundhouse-programmed major events (“major event” is defined as any event where attendance would be greater than 250 students, e.g. night markets, student parties, band comp, comedy/live music events, large scale community events)
- Develop and manage a weekly activity program for the bar (minimum 4 activities weekly) with total weekly participation to average greater than 100 students per week.
- Build relationships with key student groups including residential college committees, student representative bodies, and student club executives
- Facilitate student event development, venue bookings, and manage those events as required across the UNSW campus
- Primary contact for other Arc departments in relation to internal bookings of Roundhouse spaces and facilitation of events.
- Collaboration with other Arc departments and UNSW on student event initiatives across campus as appropriate;
- Liaise with relevant stakeholders (e.g. catering, bar, suppliers) in the preparation of quotes and event briefs
- Participate in the maintenance and condition of the venue
- Manage and report on COG’s for student functions and events
- Assist with managing commercial events including the planning, execution and review of events where required
- Manage appropriate budgetary income and expenditure
- Input and maintain event bookings in Ivvy (Roundhouse’s bookings software);
- Comply with Arc WHS policy and procedures to actively participate in the achievement of a safe working culture;
- Demonstrate behaviour in accordance with Arc @ UNSW values and Code of Conduct.
- Actively engage in fair and equitable workplace practices and behaviour to ensure discrimination free workplace in accordance with legislative requirements and;
- Maintain an awareness of Arc’s environmental policies and procedures minimising the impact of Arc’s business on the environment.

KEY COMPETENCIES

Adaptability

Maintaining effectiveness when experiencing major changes in work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.

Building Trust

Interacting with others in a way that gives them confidence in one's intentions and those of the organisation.

Communication

Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

Contributing to Team Success

Actively participate as a member of a team to move the team toward the completion of goals.

Customer & Student Focus

Making customers' and students' needs a primary focus of one's actions; developing and sustaining productive customer relationships.

Initiating Action

Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being pro-active.

Managing Work (includes Time Management) –

Effectively manage one's time and resources to ensure that work is completed efficiently.

Planning & Organising

Establish courses of action for self and others to ensure that work is completed efficiently.

Quality Orientation

Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.

Safety Awareness

Be aware of conditions that affect employee safety.

Student understanding

Have an understanding of University student needs and an ability to effectively incorporate these to enable and achieve student enrichment.

Tenacity

Staying with a position or plan of action until the desired objective is obtained or is no longer reasonably attainable.

Work Standards

Setting high standards of performance; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed; maintaining the highest levels of integrity and confidentiality at all times.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

SELECTION CRITERIA

Essential

- Minimum 2 years in event producing or co-ordination (or equivalent training);
- Relevant tertiary qualifications or equivalent;
- Passionate about the event industry;
- Demonstrated planning and organisational skills with the ability to work with minimum supervision and meet deadlines;
- Proven well developed oral and written communication skills;
- Strong customer service focus and good interpersonal skills;
- An understanding of the youth market and current trends;
- Ability to build and manage strong business relationships;
- Competency in computer technology, including the use of the Microsoft Office suite;
- An understanding of university student interests and an ability to effectively incorporate these to enable and achieve student enrichment and;
- Knowledge of Work Health and Safety (WHS) and Ethical Practice, along with the ability to apply these principles in the workplace.

Desirable

- Driver's License;
- RSA Certificate;
- First Aid Certificate;
- Experience with event management software.