

Position Title	Administration and Events Officer
Group/Portfolio	Arts, Education Law / Griffith Film School
Classification	HEW 5
Position Number	0054280
Reports To	School Manager
Employment Type	Continuing

1.0 Position Purpose

Under general direction, the Administration and Events Officer will coordinate the planning, implementation and reporting of event activities for the School, and will also provide administrative assistance and support to the school's day-to-day operations.

2.0 Eligibility Requirements

- The occupant of this role will hold relevant tertiary qualifications in marketing, communication, public relations or event management and/or proven experience in the planning, coordination and delivery of events and engagement activities.

3.0 Key Responsibilities

- Provide general administrative support including diary and travel management, record management, managing the flow of information, maintaining and reviewing administrative processes and making suggestions for improvement.
- Coordinate the production and distribution of marketing and promotional collateral (i.e. brochures, flyers, posters, invitations, annual report, quarterly e-newsletter, showcase booklets, short videos etc) to promote the work of the School, taking into consideration the University's branding guidelines, good practice, audience and marketing objectives. This includes promoting the creative works produced by students and staff via film festivals and other like avenues.
- Oversee web pages, social media channels and contact databases to communicate information in a timely manner, taking into consideration factors such as audience and marketing objectives.

- Prepare budgets and planning for events. Process financial payments related to events and other activities of the school.
- Negotiate with suppliers including (but not limited to) travel, accommodation, venues and catering.
- Provide events solutions including: planning, venue selection, compilation of strategic guest lists, programs, catering, co-ordination of activities and run sheets, seating plans, risk assessments and production.
- Contribute to the creation and delivery of event communications and documents, including post event follow up in a timely manner
- Collaborate in the development and implementation of a strategically focussed Events Program for the School.
- Perform post event analysis and use information to inform and improve current and following year plans; evaluate and report on events programs success as part of overall business objectives.
- Manage relevant event systems and databases and provide significant output of event collateral for events from the database.
- Support working parties and ad hoc committees including the preparation of agendas and minutes and ensure follow up of actions.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).