



ESTD 1859

Ballaarat Mechanics' Institute

Position Description

ROLE TITLE:	Arts and Events Officer
ORGANISATIONAL RELATIONSHIPS:	Working relationships with other staff members, volunteers. You will also work closely with the music, arts, and culture community in Ballarat, including City of Ballarat Council.
REPORTS TO:	Venue and Events Manager
DIRECT REPORTS:	Nil
EMPLOYMENT BASIS:	Casual (<i>Live Performance Award 2010 - Classification Level 5</i>)
HOURS OF WORK:	Minimum 8 hours per week/16 hours per fortnight. This could vary depending on work load.
APPROVED BY:	Colin Jackson - Executive Manager
DATE:	27th October 2020

VISION

The activities of the Ballaarat Mechanics' Institute will reflect a sense of its history while evolving over time to achieve the original objectives in contemporary ways.

MISSION

The Institute will responsibly maintain its heritage buildings and collection of print and photographic materials. It will develop and use its facilities and resources, in consultation and concert with other organisations, to enhance the cultural, intellectual, social, economic and recreational life of its members and the community

POSITION SUMMARY

The Ballaarat Mechanics' Institute (BMI) is one of the grand heritage institutions of Ballarat. As well as housing library, research and historical collections, the BMI derives income from memberships, rental and the hiring its spaces to external clients. The BMI is quickly becoming an organisation that has a future in creating and producing its own events, and this role will be pivotal to seeing that events are sought after and delivered to ensure the future of the organisation.

MAJOR OBJECTIVE

- To ensure the BMI's public image is enhanced and maintained positively through the delivery of high quality community and public events.

MAIN RESPONSIBILITIES

- Research and seek out event ideas that the BMI can create and produce. Gather information on events or attractions in other parts of the country;
- Assess and examine the profitability and viability of events and activities that the BMI produces or could produce;
- Liaise with neighbouring authorities, venues, and producers to avoid duplication of events, or to seek combined events and partnerships;
- Assist in the application for grants, funding or sponsorship;
- Make decisions on how to use available funds most effectively, and closely monitor budgets;
- Assist in the co-ordination of the people involved in putting an event together;
- Book artists and performers and negotiate their fees;
- Write press releases and/or marketing materials, and liaise with marketing departments and media to ensure that events are well promoted;
- Evaluate the success of events and assist in writing reports;
- Any other duties as required.

SELECTION CRITERIA

- Events management experience favourable;
- Exceptional organisational skills together with the capacity to work autonomously with limited supervision and as part of a team;
- Highly motivated and enthusiastic;
- Ability to learn quickly and overcome tasks as they arise;
- Excellent interpersonal and communication skills including a demonstrated ability to provide responsive customer service;
- Capable of managing entire projects and co-ordinating large numbers of people;
- Demonstrated capacity to problem solve and provide creative and effective solutions to challenges.