



Coordinator, Major Events

Visit Victoria is the primary tourism and events organisation for the State of Victoria in Australia. We inspire people to visit Melbourne and Victoria through captivating stories and amazing events.

Visit Victoria's objective is to build Melbourne and Victoria into Australia's number one tourism destination by delivering strong and sustainable growth across priority markets. Our goal is to revitalise the visitor economy, by generating **\$36.5 billion** in visitor spending by 2025 and support more than **320,700 jobs**.

About the Business Unit

The Major Events business unit is responsible for delivering a world-class calendar of major and regional events. It enhances Victoria's reputation through event acquisition, contract and relationship management, and event management.

About the Position

This role is responsible for the coordination and implementation of administrative processes required for the successful delivery of contracts and benefits for events funded through the Major Events Fund and Regional Events Fund

Reports to

Head of Contract & Relationship Management

Direct Reports

No Direct Reports

Key Relationships

Internal

Key employees and People Leaders

External

Event Partners
Major & Regional Event Owners
Promoters
Sporting organisations
Cultural institutions & facilities
Local and State Government

Position Type

Full Time

Financial Delegation

As per the current Financial Delegation policy



Key Accountabilities

- Support the Contract & Relationship Management team on all processes and administrative functions relating to the effective and efficient management of events secured through the Major Events Fund and Regional Events Fund.
- Working closely with the Manager, Regional Events Fund, support the delivery of the Regional Events Fund by undertaking preliminary assessment of Regional Event Fund EOIs and applications; drafting of smaller Regional Events Fund contracts and management of contracts.
- Coordination of software systems required for the successful management of Major and Regional events including Smarty Grants and KORE. Coordination of the onboarding processes required for Major Event contracts to KORE and supporting the uploading of contractual deliverables.
- Support the Contract & Relationship Management team to develop and manage effective processes to manage databases, internal filing and reporting, Government reporting, research and coordinating internal resources.
- Support the coordination of Visit Victoria's contractual obligations and benefits received and provided by Visit Victoria to event partners, including the coordination of owned signage assets.
- Coordinate stakeholder management meetings, event organising committee meetings, including preparation of agendas and presentations.
- Support the development and management of strong working relationships with Visit Victoria staff, relevant government departments and external stakeholders, including major and regional event owners, promoters, sporting organisations, cultural institutions and facilities.
- Support the preparation of submissions, briefs, presentation aids, research and reports on technical, contentious or highly complex issues for the consideration of the Visit Victoria executive and Board, Government Departments, Ministers and relevant Cabinet Committees.
- Occupational Health and Safety (OH&S) is the responsibility of all team members across Visit Victoria. Team members are expected to comply with all company policies and procedures regarding OH&S, and actively participate in the identification and resolution of any hazards and immediately report all incidents and injuries.

Key Criteria

Qualifications

- A tertiary qualification related to events, business, management or tourism.

Experience

- Sound knowledge and understanding of the Major Events industry and Victoria's tourism brands, products and experiences.
- Good interpersonal skills with a proven ability to develop effective working relationships with a wide range of major and regional events and Government stakeholders, with an ability to work effectively in a team.
- Outstanding written and verbal communication skills, with the ability to prepare correspondence, reports and briefs on complex and sensitive issues.
- Well-developed conceptual and analytical skills with the ability to resolve operational issues to achieve agreed outcomes and identify potential improvements.
- Well-developed planning and project management skills that can ensure project deliverables are met.
- High level of attention to detail
- Demonstrated ability to manage varied and conflicting demands to agreed standards and timelines, using a pro-active attitude with minimum guidance

Other (i.e. legal or physical)

- This position has a requirement to work out of hours, and it may involve evening or weekend work including occasional overnight travel.



Employee Agreement

To summarise, it is not the intent by way of this job description to limit the key duties or responsibilities of the position, but to highlight the most important aspects.

I agree to perform the responsibilities outlined in this position description and perform them to the required standards of Visit Victoria.

Employee Name:

Employee Signature:

Date:
