

JOB DESCRIPTION

Goolarri Media Enterprises (GME) is the trading subsidiary of Broome Aboriginal Media Association Aboriginal Corporation (BAMA). GME is an Indigenous media organisation providing radio, television, production, and digital networks as well as event management, music development and training services. GME has a commitment to Aboriginal people of the Kimberley.

POSITION	Junior Event Coordinator
AREA	Events
POSITION NUMBER	EvM2712
ACCOUNTABLE TO:	Chief Operations Officer – Kira Fong
DATE REVIEWED	10/05/2022

1. APPOINTMENT DETAILS

INDUSTRIAL AGREEMENT/AWARDS	Casual varying hours on as need basis
SALARY:	\$26 per hour
ALLOWANCES/SPECIAL CONDITIONS	Rate includes casual loading

2. POSITION CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

SIGNATURE



10/05/2022

Chief Operations Officer

DATE

The details contained in this document have been reviewed and conform to the organisation's guidelines for the creation and classification of positions.

SIGNATURE



10/05/2022

Chief Executive Officer

DATE

3. NATURE AND SCOPE OF WORK PERFORMED

1. Event Projects

- Coordinate venue bookings in the Gimme Club located at Goolarri Media including provision of supplies and services as required;
- Obtain Responsible Service of Alcohol and Approved Managers status to work in Goolarri events venues;
- Coordinate overall event logistics, marketing and administration of events and events venues;
- Work as part of a team in the coordination of Kimberley Girl, the Kullarri NAIDOC Festival, A Taste of Broome and live music events;
- Assist in coordination of event logistics for Kimberley Girl;
- Work at events outside office hours as required at an agreed overtime rate;
- Coordinate administration and finance tasks in relation to the booking of supplies and services for Goolarri events;
- Meet contract, licensing (including liquor licensing) and legal requirements pertaining to the events sector including local government requirements with regards to events;
- Work in conjunction with other agencies on event coordination as directed;
- Assist in community liaisons and public relations;
- Maintain the Goolarri events area and security of all equipment;
- Liaise with Goolarri clients in a professional manner;
- Assist with updating social media platforms pertaining to events;
- Work within an overall production team being mentored and learning from Senior Staff to assist with your own professional development.

2. Provide a Professional Service

- Work in a safe manner and maintain awareness of safety issues in a work environment.
- Assist in the secure, safe and clean operations of the organisation
- Report any necessary faults and maintenance with equipment and premises
- Contribute to the achievement of the organisations goals in a team environment
- Identify and implement best practice throughout the organisation
- Assist in supervision of systems and procedures
- Other duties as required

4. REQUIREMENTS OF THE POSITION

ESSENTIAL

Qualifications

1. Current full Driver's license
2. Current police clearance
3. Demonstrated basic knowledge of event coordination
4. Ability to undertake some travel as part of the position

Personal Characteristics

1. Applicant must be at least 18 years of age
2. Demonstrated ability to work independently, prioritize workloads and meet agreed timeframes and targets.
3. Demonstrated ability to work constructively as a member of a team.

Technical Competencies/Knowledge

1. Very good written communication skills
3. Experience in using computers and other technologies
5. Good oral communication and interpersonal skills including ability to:
 - Clarify enquiries/problems and provide information;
 - Relate to clients/stakeholders and demonstrate empathy in terms of their enquiries, issues or problems; and
 - Effectively liaise with both internal and external clients/stakeholders.

DESIRABLE

1. Responsible Service of Alcohol (SITFAB002) Certificate
2. Working with Children Card
3. The ability to quickly gain a working knowledge of relevant acts, policies, procedures and guidelines.
4. Have knowledge and awareness of local Indigenous culture and protocols
5. Experience working with young people
6. Experience in working within a cross platform environment