



## POSITION DESCRIPTION

	Effective Date:	April 2025
POSITION TITLE:	Events Co-ordinator	
REPORTS TO:	Head of Marketing and Community Engagement	
EXPERIENCE AND QUALIFICATIONS:	<div><div>1. Job Specific</div><div><ul style="list-style-type: none"><li>Relevant qualifications in Event Management and Public Relations, Marketing or related field.</li><li>Minimum three years' experience in event co-ordination or similar role.</li><li>Proven track record of managing a broad range of events from concept to delivery.</li><li>Experience in a relevant field or similar role, especially events management.</li><li>Substantial practical experience in IT skills, particularly MS Office Suite and familiarity with databases.</li><li>Significant experience in the development and implementation of similar programmes and capacity to review and improve practices and processes related to events management.</li><li>Proficient in Microsoft Office Suite and familiar with event booking/registration and database software.</li><li>Responsible Service of Alcohol Certificate or willingness to obtain.</li><li>Experience working in an educational or not-for-profit environment (desirable).</li><li>Familiarity with customer relationship management (CRM) systems (desirable).</li></ul></div><div>2. Self-Management</div><div><ul style="list-style-type: none"><li>Demonstrated ability to manage budgets, timelines and multiple priorities.</li><li>Ability to work both independently and collaboratively in a dynamic environment.</li><li>Strong organisational and time management skills, with attention to detail.</li><li>A high degree of initiative and enthusiasm.</li></ul></div><div>3. Communication and Interpersonal</div><div><ul style="list-style-type: none"><li>Excellent interpersonal, written and verbal communications skills.</li><li>Commitment to Best Practice in all duties associated with the position particularly related to confidentiality of information and respectful customer service.</li><li>Willingness to uphold the ethos and values of the School.</li><li>Ability to obtain a Working with Children Check.</li></ul></div></div>	
POSITION PURPOSE:		
<p>The Events Co-ordinator is responsible for the planning, coordination, and delivery of Perth College's events program. The role plays a vital part in building community, supporting enrolments, enhancing the School's brand, and delivering memorable experiences for internal and external stakeholders.</p> <p>The Events Coordinator will work closely with the Marketing and Community Engagement team and liaise with the broader School community, including Friends of PC groups, the Perth College Foundation, alumni, students, parents and staff.</p>		

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#### **KEY RESPONSIBILITIES:**

***In conjunction with the Head of Marketing and Community Engagement the Events Co-ordinator responsibilities include, but are not limited to:***

##### ***Strategic Planning***

- Contribute to the development and implementation of long-term strategic plans for the School's events program.
- Align event planning and delivery with broader school objectives, including enrolment growth, community engagement, and brand positioning.
- Analyse event outcomes and feedback to inform ongoing improvements and strategic direction.

##### ***Event Planning and Execution***

- Develop, co-ordinate and deliver the annual School-wide events calendar.
- Lead the planning and execution of all School community events. For example, Parent events, Open Mornings and Tours, Valedictory Week, Presentation Night, Community/Regional Tours, Alumni events, and Foundation events.
- Manage all event elements, including venues, suppliers, catering, signage, AV, ticketing and RSVP processes.
- Liaise with internal stakeholders (e.g. Facilities, Catering, Maintenance, ITC) and external suppliers to ensure seamless event delivery.
- Ensure event setup, running and pack-down is executed efficiently and professionally.
- Support the delivery of enrolment-related events in collaboration with the Enrolments Engagement Manager.
- Support the delivery of community group and association events such as Friends of PC, Old Girls, Fine Art Exhibition.
- Support the delivery of School events (parent presentations, information sessions) with Perth College staff.

##### ***Marketing and Community Engagement***

- Work collaboratively alongside the Marketing and Community Engagement team to promote events, coordinate invites, and ensure consistent messaging and brand alignment.
- Build and maintain relationships with key stakeholders to foster community goodwill and participation.

##### ***Budget and Administration***

- Manage and adhere to event budgets and ensure cost-effective delivery.
- Maintain accurate records and reporting, including post-event evaluations.
- Use School databases and tools to manage RSVPs, guest lists and communications.
- Research suppliers, venues, and best practices to continuously improve event outcomes.

##### ***Compliance and Safety***

- Ensure all events are conducted in accordance with health, safety, and risk management policies.
- Liaise with relevant teams to ensure accessibility, inclusivity, and compliance across all functions.

##### ***Professionalism***

- Represent the School with professionalism and uphold its values and ethos.
- Demonstrate initiative, creativity, and a solutions-focused approach to challenges.
- Work collaboratively with the full Perth College community to contribute to a high-performing and supportive culture.
- Commit to ongoing personal and professional development

##### ***General***

- Work as part of a collaborative, high-performing team supporting colleagues and undertaking other projects and duties as directed by the Head of Marketing and Community Engagement/Principal.

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#### **Hours of Work**

This is a full-time position requiring the ability to work outside of standard hours, including evenings and weekends, to attend and manage events. This position is required to attend meetings, functions and promotional events as part of, or in addition to , normal working hours.

#### **Declaration**

I hereby declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_