

## We are hiring

### Events Executive

Position:	Events Executive
Reports to:	Associate Director, Program and Delivery
Business Units:	Programming
Location:	Brisbane or Adelaide
Work type:	Full Time
Duration:	Permanent

## COMPANY OVERVIEW

CEDA – the Committee for Economic Development of Australia – is an independent, not-for-profit member-based think tank that works to champion ideas, research and policy reform. We do this by identifying policy issues that matter for Australia’s future and pursuing solutions to positively shape economic and social development in Australia.

CEDA's membership spans every state and territory and includes Australia's leading businesses, community organisations, government departments and academic institutions. The organisation was founded in 1960 by leading economist Sir Douglas Copland, and his legacy of applying economic analysis to practical problems to aid the development of Australia has continued for over 60 years, influencing reform and impact across the nation.

CEDA’s priorities for Australia’s future economic development are outlined in [Connecting People with Progress](#). CEDA’s approach to pursuing its policy priorities is in line with our organisational values:

- We are open, honest and **trusted**
- We are **curious** about ideas and opportunities
- We **succeed together**
- We are **brave** in our approach and ambitions
- We are **passionate** about working with our members for the greater good

Working at CEDA is fun and fast paced, we embrace our values and enjoy social activities with our colleagues. Our benefits include:

- Flexible working conditions;
- An additional weeks leave at year end;
- Commitment to learning and development;
- Employee Assistance Program.

## POSITION OVERVIEW

Are you a passionate events executive committed to working for the greater good?

Yes? We need you!

Based in either our Brisbane or Adelaide CBD offices, we are seeking a new colleague (for a permanent role) with demonstrated ability to manage a busy program of events of varying sizes and complexity.

You'll work as part of a diverse and growing national team of Event Executives to manage CEDA's events in your city – and around the country. You'll collaborate with our senior event programmers on designing the event concept and content, and have end-to-end accountability for delivery of your events. This includes confirming speakers and sponsors, working with suppliers and all aspects of event delivery logistics.

In addition, as part of one of our small state-based teams you will have some responsibilities for overall office management activities that assist in ensuring the effective daily operation of the office.

Key accountabilities:

- Support and administer face to face and digital event planning, marketing and delivery.
- Working in the CRM and CMS to build, publish and market events as per programming and marketing deadlines.
- Support sponsor relationships by managing deliverables according to contract arrangements and in coordination with Senior Programmers.
- Conduct speaker liaison as per Senior Programmers requirements.
- Administer venue, AV and supplier bookings and coordination pre, during and post events.
- Prepare event materials and administration such as run sheets, delegate materials, slide packs, event budgets and reporting.
- Responsible for onsite registration, event staff supervision and coordination for face to face events.
- Live tweet at events as required.
- Participate in livestream tech rehearsals and provide user advice to participants
- Participate in virtual roundtables, providing support to speaker, host and attendees.
- Adhoc office management activities that contribute to the effective daily operation of the office such as ordering/receiving office provisions and engagement with building management and external suppliers.

## REQUIRED QUALIFICATIONS & EXPERIENCE

### Professional attributes

- Demonstrated interest in and understanding of public policy and current affairs.
- Demonstrated experience in managing business events of all sizes.

- Demonstrated ability to manage competing timelines and multiple projects.
- Experience working in a CRM (iMIS and/or Dynamics365 preferred) and a CMS (Kentico experience preferred).
- High level of experience working in Microsoft Office suite, including Outlook, Word, Excel and Powerpoint.
- Excellent project management skills.
- Outstanding interpersonal, verbal and written communication skills, including exceptional attention to detail.
- Ability to work as part of a team valuing collegiate effort and aligned to CEDA values :
- Previous exposure to a policy or research environment highly regarded.
- Tertiary qualification or equivalent in a relevant discipline.

### **Personal attributes**

- A self-starter who demonstrates initiative and an ability to work both autonomously and collaboratively across diverse teams and locations.
- Ability to work under time constraints and to effectively manage multiple priorities.
- Ability to work systematically and with outstanding attention to detail.
- Strong communication skills and the ability to liaise with all levels of management.

### **How to apply:**

Does this sound like you? Please email your CV and cover letter to [careers@ceda.com.au](mailto:careers@ceda.com.au) (please include Events Executive and your capital city location in the subject heading). The cover letter must be addressed to Sharon Braun, Associate Director, Program and Delivery, and detail how your skills and experience align with this position. Applications without a covering letter will not be considered. Closing date for all applications will be Friday, 23 July 2021.

A salary circa \$65k, commensurate with experience and skills, along with an additional week of annual leave at year-end and a range of other benefits will be offered to the successful candidate.

Please be reminded that all personal information collected during the selection process will only be used for recruitment and employment purposes.