Event Operations Assistant

Position Description

Position:	**Event Operations Assistant**
Organisation:	Mother's Day Classic Foundation
Work Location:	Level 23, 150 Lonsdale Street, Melbourne, VIC 3000
Employment Type:	Part Time – Fixed Term Contract (FTE average of 3 days per week from October 2021 to May 2022)
Position Reports To:	Event Operations Manager
Direct Reports:	Event Staff and Volunteers (event mode)

Role Purpose

The Event Operations Assistant is responsible for supporting the multiple functional areas within the Event Operations team. Reporting to the Event Operations Manager, the Event Operations Assistant works closely across the Mother's Day Classic Foundation (MDCF) teams in the delivery of various operational components of the Mother's Day Classic (MDC) event in up to 100 locations across Australia.

The Event Operations Assistant is an events and operations star and plays an important role in the preparation and delivery of events across Australia. With an exceptional eye for detail and meeting timelines, they will support the event management, venues, volunteer committees, and safety and risk compliance functions.

As a member of a small team with a big personality, this role works collaboratively with all MDCF team members and stakeholder groups to ensure the smooth delivery of event operations elements of the MDC.

Key Responsibilities

Event Management

- Support the Event Operations Manager in the smooth implementation and support of the event manager services and structure project management system

Venues

- Assist with venue bookings and permit and compliance requirements across Major, Metro and Local events

Local Host Programme

- Assist with the roll out and servicing of the local Host programme, including timeline tracking, compliance, resource management, communications and sponsorship administration

Safety & Risk Compliance

- Assist with implementation of the MDC risk management programme
- Assist with any COVIDSafe planning and compliance

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Participant & Teams Support Services

- Assist with the servicing of registered Teams and corporate and community groups

Event Services Integration

- Work closely with the Event Services Manager to scope in national supply and services arrangements, such as signage, first aid, cleaning, etc

Event Support

- As requested by the Event Operations Manager, assist with other duties as reasonably required
- Assist with post event reporting and reconciliation
- Facilitation of meetings, agendas, action items as required
- Attend meetings as required

Organisational

- Work in collaboration with internal MDCF teams to support the following areas:
  - Risk and safety management
  - Stakeholder engagement
  - Budgets and financial management
  - In-briefing and debriefing programmes
  - Continuous improvement programmes
  - Information management
  - Policies and procedures
  - Reporting, including post event reporting

Other

- Provide further assistance where reasonably requested

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Qualifications/ Experience

- 2-3 years of event management experience or equivalent
- Experience in event operations and logistics or similar
- Experience in venue management
- Experience in project management (highly desirable)
- Experience in working with volunteers and volunteer committees (desirable)
- Experience working with data management and systems (desirable)
- Strong level of competency with MS Office
- Ability to write reports and analyse data
- Strong knowledge and experience in one or more of the following:
  - Contract Management
  - Risk Management
  - Financial Management
  - Community Relations

Key Competencies

- Exceptional attention to detail
- A born planner and organiser
- Ability to work under high pressure
- Excellent communication skills
- Superior relationship management skills
- Analytical and problem solver
- Written and verbal communicator
- Team player

Benefits (pro rata where applicable) available at the MDCF include

- 12% superannuation
- 1 additional 'rostered' day off per quarter
- Flexible working arrangements are supported

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About Role Statement

Change is inherent in the events environment. For this reason, all staff should be aware that roles may vary from time to time.

About Mother's Day Classic Foundation

Since 1998, Mother's Day Classic Foundation has donated nearly $40 million to the National Breast Cancer Foundation (NBCF) to fund life-saving breast cancer research. The Mother's Day Classic Foundation is proud to be the largest single donor to the National Breast Cancer Foundation (NBCF). Over the past 24 years, the five-year survival rate for breast cancer has increased from 84% to 91%, largely thanks to generous donations from the Mother's Day Classic community.

About Mother's Day Classic

The Mother's Day Classic was founded in 1998 by Women in Super - a national member organisation consisting of women working in the superannuation and related financial services industries. Women in Super supports the organisation of the nationwide event by providing volunteers drawn primarily from the superannuation industry. Since then, the Mother's Day Classic has grown from a walk in the park to an iconic event in the Australian calendar. Every Mother's Day, up to 100,000 Australians walk or run to show support for the 1 in 7 women diagnosed with breast cancer and raise vital funds for research.

(20 September 2021)