ROLE DESCRIPTION:
Event Co-ordinator

PURPOSE OF POSITION
Responsibility for the organization and smooth running of events associated with the Development Office and across the school.

ORGANISATIONAL RELATIONSHIPS
The role is part of the Development Office Team which is led by the Dean of Development and Alumni. The role will work closely with the Deputy Principal, the Development Team, Ex-students, parents and the Development Committee. There are no direct reports to this position.

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL CHARACTERISTICS
- Qualifications and experience in event planning and co-ordination
- Excellent written and oral communication skills
- Excellent phone manner
- Excellent administration skills with proficiency in MS Excel and MS Word
- Ability to prepare budgets
- Flexibility of hours
- Polished and professional presentation
- Highly organized with excellent attention to detail
- Ability to work as part of a team

KEY RESPONSIBILITIES
- Preparation of event budget and financial reconciliations
- Sourcing and booking venues (both on-site and off-site where necessary)
- Preparation of invitations assisted by Marketing Department where necessary
- Preparation of excel list of names, addresses of invitees, emailing/posting of invitations and collation of RSVPs
- Preparation and submission of maintenance schedule
- Preparation and submission of audio visual requirements and organization of photography
- Liaison with on-site caterers and complete catering bookings
- Liaison with other suppliers as required
- Social Media pre-event, during and post-event
- Preparation of table lists and allocation, name tags, signage, running sheets etc
- Attendance at events
- Preparation of Risk Assessment where necessary
- Event evaluation and data capture
- Liaison and assistance with Alumni & PAL Events

ALL EMPLOYEES
- Promotion of a positive safety culture in the school and compliance with the school’s WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
- All employees at Loreto Normanhurst are expected to actively support the Catholic ethos of the school. This includes a commitment to the school’s mission statement and Loreto values.

January 2014