

Position Title:	Events Officer, Production
Staff Division:	Arts & Culture
Employment Status:	Part time, Ongoing (0.8FTE)
Classification Level:	PL6.1, <i>University of Melbourne Student Union Agreement 2023-2025</i>
Reports to:	Events Coordinator
Reported to by:	NA
Incumbent:	Vacant
Date Effective:	September 2026

The University of Melbourne Student Union Inc (UMSU)

The University of Melbourne Student Union Inc (UMSU) is a dynamic, for-purpose incorporated association, serving as the representative body for all students at the University of Melbourne. Structured around student control of student affairs, UMSU is governed by an elected Students' Council and twelve student departments, chosen by and from the student body.

Located in the heart of the University of Melbourne's award-winning student precinct, UMSU is a vibrant, creative, and diverse social justice organisation committed to representing and supporting University of Melbourne students. Our vast arts and culture programs for emerging student artists are run in a state-of-the-art theatre, a professional art gallery, the iconic Rowden White Library and the Ida Bar – the only student bar on campus.

Our commitment extends beyond engagement to essential support services, including a free legal and advocacy service for students. We host events co-designed by students supported by professional staff, and publish multiple student-led publications, including *Farrago*. Beyond that, UMSU runs a food relief program, oversees over 1000 student volunteers, and has more than 200 affiliated student clubs.

UMSU's overarching goal is to enhance student life at the University of Melbourne. We achieve this by elevating and representing student voices through purposeful engagement and advocacy, offering exceptional programs, services, and opportunities that promote inclusivity and accessibility. Each of our dedicated student departments, committees, and collectives play a pivotal role in shaping the university experience.

Staff at UMSU are organised within four divisions with multiple teams:

- Advocacy & Legal
- Arts & Culture
- Student Representation
- Operations & Communication

The UMSU Constitution establishes that we will:

- Advance the welfare and interests of students.
- Represent students of the University within the University and to the community.
- Provide amenities and services, principally for students and other members of the University community, and incidentally to the public.
- Provide an independent framework for student social and political activity.
- Develop, maintain and support student clubs, societies and associational life generally.
- Promote and defend the rights of students to education on the basis of equality without regard to race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political religious or ideological conviction, or national or social origin.
- Oppose violence and/or hatred through militarism, nationalism, or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, religion, or national or social origin;
- Provide a democratic and transparent forum in which students' affairs and interests can be
- Governed in an effective and accountable manner; and
- To promote free and accessible government-funded education.

To support these objectives UMSU staff observe the following values:

- Student Led and Focused
- Inclusive and Connected
- Effective and Engaged
- Accountable, Transparent and Responsive

Divisional Overview

The Arts & Culture Division contains the following departments:

- Arts Programs
- Events & Production (AVMelbourne)
- Rowden White Library
- Union House Theatre

The Division is overall responsible for facilitating student participation and engagement in student-lead artistic activities, for working with elected student representatives to provide artist and cultural and programs that support the objectives of UMSU, and the operation of services that support students on campus.

The activities and services provided by the Arts and Culture Division are integrated and collaborative, and responsive to the needs of students. The Division seeks to maximise opportunities for student participation and engagement.

Position Summary

As an Events Officer, Production under the guidance of the Events Coordinator, your primary role encompasses the meticulous planning, production, and delivery of a diverse range of UMSU events. Your expertise will be essential in enhancing the on-campus student experience. Your skill in establishing professional relationships with internal and external stakeholders will ensure events are successful, safe, compliant, engaging and support the objectives of UMSU.

Key Accountabilities

Event Design, Production, and Delivery

- Production manage and deliver events guided by data and feedback, emphasising continuous improvement and exceeding expectations.
- Coordinate the planning and execution of prominent UMSU events, including orientation activities and the semester calendar of events.
- Create and manage comprehensive event project milestones, timelines, and schedules, including run sheets, delivery/site instructions, and event briefing materials.
- Oversee technical specification requirements with the Events Coordinator and in collaboration with AVMelbourne staff within the allocated budget and project timelines.
- Communicate to project clients the event progress, clarify requirements and collaborate to achieve positive outcomes.
- Identify and propose new event production opportunities that align with UMSU's strategic objectives.
- Work with students to enhance their understanding of event production in the planning and delivery of their events.

Logistics & Compliance

- Proactively support the delivery of large-scale UMSU events and co-presents including festivals, activations and a range of organisational projects and events.
- Take responsibility for the development and execution of event documentation including but not limited to safe food plans, risk assessments, checklists, and contingency plans, ensuring event safety and success.
- Coordinate all logistical elements, including power, cleaning and access, adhering to established policies and procedures.
- Manage venue bookings, conduct site inspections, and ensure optimal event environments.
- Oversee infrastructure supplier sourcing and contracts, including technical specifications, and inductions.
- Brief event delivery teams in the specific safety and compliance requirements.

Relationships & Ways of Working

- Collaborate with UMSU staff, student representatives, volunteer directors, and the University of Melbourne's key stakeholders to execute events that align with UMSU's strategic goals.
- Coordinate and support pre-event consultation, planning, implementation, and evaluation phases.

- Build productive relationships with internal and external stakeholders to explore and develop event opportunities.
- Promote a positive organisational culture, ensuring excellence in event delivery and offering training and guidance to UMSU teams

Resource Allocation and Management

- Train and manage the casual event staff, including rostering and supervising them to ensure events are adequately supported.
- Monitor event expenses, ensuring adherence to budgets and cost allocations.
- Maintain and update event and supplier information kits and manage events infrastructure and equipment.
- Ensure online event platforms and materials that include event production information are current and accurate.
- Maintain internal Knowledge Base systems, including development of new articles and supporting documentation.

UMSU provides student-facing services and events on University of Melbourne campuses, and work is undertaken in person and on site and after hours as required and/or will require some manual handling of equipment. UMSU staff employment conditions are covered by the *University of Melbourne Student Union Agreement 2023-2025* and associated policies, such as the Flexible Work Policy.

Level of Supervision and Typical Activities

- The Events Officer, Production will work under general or broad direction. May have supervisory responsibility.
- Will provide documentation, design and implement plans, monitor expenditure against department and individual event budgets.
- Work as part of a professional team and monitor team activities

Task Level

- Perform work assignments guided by policy, precedent and industry standards and managerial or technical expertise.
- Will have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.
- Have a depth or breadth of expertise in producing site maps sheets, schedules and budgets.

Organisational knowledge

Perform event tasks that require proficiency in the organisations' rules, regulations, policies, procedures, and how they interact with other related functions to achieve the organisations and Events & Productions department's strategic objectives.

Judgment, independence and problem solving

- Discretion to innovate within own function and take responsibility for outcomes: design, develop

and test complex equipment, systems and procedures.

- Applies theoretical knowledge and techniques to a range of procedures and tasks.
- Work unsupervised and be able to identify problems and implement on site solutions.

Health & Safety and Environmental Responsibilities of Staff

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. UMSU staff are required to understand and comply with the organisation's policies and procedures, including, but not limited to:

- *Workplace Conduct Policy*
- *Interaction Protocols Policy*
- *Child Safety Policy*
- *Health and Safety Policy*
- *Privacy Policy*
- *Constitution and regulations, such as the Financial Regulations*
- *Prevention of Sexual Misconduct Policy*
- *Fraud Risk Management Policy and Corporate Governance Policy.*

Flexibility to work remotely is subject to UMSU's *Flexible Work Policy* and relevant legislation, which applies upon commencement.

Key Selection Criteria

Essential Skills and Qualifications:

- Relevant tertiary qualification in event management, or a related discipline; or extensive practical experience in event/festival production.
- Demonstrated experience in managing large-scale, complex and/or high-profile events and festivals.
- Strong organisational skills, with the ability to manage multiple concurrent events, competing priorities, deadlines and stakeholders while maintaining attention to detail.
- Strong written, verbal and interpersonal communication skills, with the ability to communicate complex production, technical, logistical and compliance requirements clearly to a range of audiences.
- Experience briefing event staff, volunteers, contractors, suppliers, clients and stakeholders.
- Ability to work collaboratively with diverse teams, including students, volunteers and organisational stakeholders.
- Proficiency in technology, including MS Word/Excel, PowerPoint, Adobe Acrobat, and project management applications
- Proven ability to operate heavy equipment and safe manual handling in accordance with Occupational Health and Safety standards.
- Ability to work autonomously and supervise others
- Current Victorian Driver's License
- A valid employee Working with Children Check.

Desirable Skills and Qualifications:

- Experience in arts organisations, student unions, higher education, or student-led organisations.
- Experience in delivering events to young audiences, in particular, University students.
- Understanding of the principles of student unionism, diversity, and inclusive practice.

UMSU is a child safe organisation, based on Wurundjeri country. We value diversity, embrace difference, and nurture a connected, safe, and respectful community. UMSU is a member of the Australian Network for Disability. We are committed to creating and maintaining a diverse, inclusive, and safe work environment.

First Nations' people, people of all ages, across all gender spectrums, people with disabilities and culturally and linguistically diverse people are strongly encouraged to apply.

We acknowledge the Traditional Owners of the lands on which we work, and that sovereignty has never been ceded. It always was, and always will be, Aboriginal land.

I have read, understood and agree to comply with the position description.

Signed: _____

Date: _____

(Incumbent)

Signed: _____

Date: _____

(Supervisor)

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.