



AUSTRALIAN
INTERNATIONAL
DOCUMENTARY
CONFERENCE

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ABN 31 098 558 313

AIDC 2020 Event Manager

Position: Event Manager
Term: 4.5 month fixed-term contract – full time
Start Date: 28 October 2019
End Date: 13 March 2020
Reports to: Operations Manager
Remuneration: \$75K pro rata plus 9.5% superannuation

Organisational Context

The Australian International Documentary Conference (AIDC) is Australia's premier event for documentary, factual and unscripted screen content. AIDC 2020 will be held at State Library Victoria in Melbourne and features Australia's only international non-fiction marketplace, forum and screening program. An Asia-Pacific hub for ideas and business, AIDC attracts a diverse mix of broadcasters, storytellers and entrepreneurs from all over the globe. As a not-for-profit charitable organisation, AIDC is committed to the sustainability of documentary, factual and unscripted storytelling. Its goal is to connect creators, purveyors and viewers of non-fiction screen content in ways that promote business, inspire creativity and ignite social change. AIDC has hosted over three decades' worth of Australian documentary trailblazers and innovators. Moving forward, it will continue to facilitate the creation of bold stories for all screens.

Position Description

AIDC is seeking an experienced Event Manager to lead and manage the operations of the 2020 Australian International Documentary Conference.

Heading a small team, the Event Manager is responsible for ensuring AIDC 2020 is a world-class conference and marketplace with measurable outcomes. This position will work collaboratively with the entire team to ensure there is a coordinated and efficient approach to delivering the event.

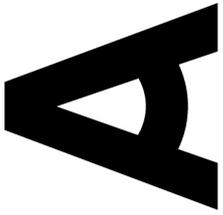
Your personal attributes include initiative, efficiency, flexibility, strong organisational and problem-solving skills. You are a lateral thinker with the ability to multi-task as a team player in a pressured environment and meet deadlines. Having a sense of fun is essential!

The Event Manager reports to the Operations Manager to ensure the event is delivered on time and within budget.

The position will be based at State Library Victoria, Melbourne.

**For confidential enquiries contact: Megan Mohell megan@aidc.com.au
Please submit a CV and cover letter addressing the selection criteria to admin@aidc.com.au**

Applications close: Close of Business Monday 7th October 2019



Key Responsibilities

1. Work closely with a small team to deliver a world-class conference and marketplace with measurable outcomes.
2. Recruit and contract temporary event team staff.
3. Apply well developed organizational skills to project manage the event including setting targets, schedules and timelines, and overseeing the coordination of the event team to ensure timely delivery of the conference program.
4. Effectively negotiate deal terms and apply fiscal restraint to stay within the conference budget, maintaining proper records including supplier quotes, correspondence, contact information, specific deal terms and ensuring all invoices are received and forwarded to the accounts team for processing in a timely manner.
5. Effectively manage the event team to ensure that everyone has a positive AIDC experience.
6. Ensure AIDC is compliant with Workplace Health & Safety practices as well as current legislation relating to the engagement of event staff and volunteers.
7. Write a short report at the conclusion of the event with highlights, summary of activities, key metrics, problems encountered and recommendations for improving future events.
8. Assist the rest of the team as required.

Selection Criteria (Essential)

1. Demonstrated flair and expertise in delivering a major event such as a festival, conference and / or market on time and within budget.
2. Proven ability to lead, manage and inspire a small team of staff and volunteers to deliver outstanding results.
3. Advanced organisational and time management skills with demonstrated project management experience with evidence of previous successful outcomes.
4. Excellent inter-personal and negotiation skills with a proven ability to communicate effectively with Executive Management, event participants and stakeholders.
5. Capacity to work both autonomously and collaboratively as part of a team, with a flexible approach to shifting priorities and solid problem-solving capability, a willingness to take direction, adapt to competing priorities and remain calm under pressure.
6. Demonstrated budget management and negotiation skills, and impeccable attention to detail.
7. Current knowledge of Workplace Health & Safety practices as well as current legislation relating to the engagement of event staff and volunteers.
8. High level of digital literacy on Mac operating systems, including experience in the use of the Microsoft Office Suite & Google Drive.

Selection Criteria (Desirable)

1. Experience in the documentary and/or factual television or online streaming sectors or wider film and television industry.
2. Competence in a language other than English (useful/not essential).