



Position vacant

Venue & Events Coordinator

(12-month, Parental Leave Cover)

The Law Society of New South Wales is looking to employ a Venue and Events Coordinator on a full time, fixed-term basis, for parental leave cover. If any staff member is interested in applying for the position, please contact the HR Department no later than Tuesday 09 February 2021. The position is based in Martin Place, in the Sydney CBD.

Responsibilities

The Venue and Events Team is responsible for the planning and delivery of the annual events calendar for The Law Society of New South Wales. The Law Society holds a range of in-person and online events such as breakfasts, lunches, evening or full day seminars, meetings, forums, panels, lunches, conferences and flagship events. The team are also responsible for the management of the Law Society's venue and facilities bookings for both internal and external clients.

The Venue and Events Coordinator is responsible for the end-to-end event support for all internal and external meetings and events all under the guidance and support of the Venue and Events Manager.

Key Accountabilities

- Coordination of briefs, timelines, event workflow, key milestones, reporting, deadlines and debriefs to ensure all events are delivered successfully in adherence to COVIDsafe requirements.
- Registration and attendee management.
- Plan and coordinate logistics for all meetings and events including but not limited to run sheets, floorplans, seating plans, audio visual, speaker support, suppliers, theming, entertainment, building services, food and beverage requirements. Ensure internal departments.
- Collaborate with the marketing and comms teams to coordinate email communications, invitations, agendas, web pages, microsites, collateral, post-event surveys and timelines.
- Update and reconcile individual event budgets with associated expenses and revenue. Action invoices and payment requests.
- Onsite event support including set-up on the day, liaising with the service departments and suppliers, welcoming attendees, speakers, and stakeholders.
- Coordinate online events via the OnAIR portal including the set-up, testing and execution of online events. Coordinate speaker tech checks and troubleshoot as required.
- Support in the coordination and bookings of resource and event spaces bookings by internal departments and external clients. Provide support and troubleshooting as required.
- Maintenance and upkeep of event management software, department processes and policies.



Requirements

To secure this position, applicants will require demonstrated experience gained within a corporate, professional or venue management environment. Impress with:

- Solid administration experience and meticulous attention to detail.
- The ability to work to tight deadlines with competing priorities.
- Good IT technical skills including:
 - Microsoft Office Suite; Outlook, Word, Excel and PowerPoint
 - venue and management software such as Priava and EventsAIR (advantageous)
- Excellent written and verbal communications skills.
- Exceptional customer service focus and stakeholder management.
- Good organisation, planning, and time management skills.
- Ability to work both autonomously and as part of a high performing team.

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Applications should include a cover letter and brief resume.