

Job Title: <b>Events Coordinator</b>	Club Name: WAMASC
Reports to: Executive Committee	Revision Date: 7/5/17

#### **Position Overview**

Responsible for managing events and ensuring deadlines and budgets are adhered to. Directs coordination of activities to prepare for the day of the event.

## **Responsibilities and Duties**

- Manage staff responsible for event coordination activities.
- Coordinate details of all events.
- Hire, train, and educate staff on proper event procedures.
- Calculate budgets and adjust when necessary.
- Book venues.
- Drive attendance to the event through the PR Manager
- Analyse event performance and prepare metrics presentation.
- Define Club brand through events.
- Ensure staff is adequately prepared for event.
- Ensure day of event goes smoothly.

## **Knowledge and skills required**

- Can communicate effectively
- Is well informed of all organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations' members

I acknowledge the requirements placed upon me by this Position description.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed By Secretary: \_\_\_\_\_ Date: \_\_\_\_\_