

## **Role Description**

**Job title:** Events Officer

**Reporting to:** Head of Media and Communications

**Hours:** 8-10 hours per week + Full-Time during Summit Week

**Location:** Canberra

## **Purpose of the Position**

The position of Events Officer stands as a role within the Australian Crisis Simulation Summit (ACSS) team. The role engages directly and oversees the logistics of communications with external and internal stakeholders.

As EO, you will be responsible for overseeing the logistical needs of summit week. This position will require a high level of engagement and consultation with external stakeholders. This will be imperative to the formulation of the success of your team and the broader objectives of the ACSS.

## **Responsibilities and Duties**

- Coordinates with the Media Operations team to create an aligned vision for content and summit week initiatives.
- Assist with the creation of Stakeholder Updates, this includes producing content, researching topics and designing the final product.
- Liaise with the Head of Media Operations to ensure that the experience of the delegates is at the forefront of discussions.
- Assist with the creation, planning and logistics of Summit Week Events. This may include panels, workshops and networking events.
- Set and adhere to appropriate timelines to meet project deadlines and execute task timeframes.
- During the summit week, be the key point of contact for sponsors and key stakeholders.

## **Academic and trade qualifications**

### **Essential qualifications**

- At least be in your second year of studies at the Australian National University.

### **Desirable qualifications**

- Studying international relations, security studies, arts, business, law, legal studies, humanities, philosophy or economics.
- Have a strong interest in domestic/international security and/or world affairs.

## **Work experience and skills**

### **Essential experience**

- Proven leadership position/s

### **Desirable qualifications**

- Experience in a high-intensity work environment with the ability to adapt quickly to changes
- The ability to make short, quick decisions under pressure

## **Personal qualities and behavioural traits**

### **Essential qualities or behaviours**

- Proven strong organisational skills
- Proven leadership skills and/or positions
- Strong written and verbal communication skills
- Strong interpersonal skills

## **Relationships/Report to**

### **Details of relationships relevant to this role**

The role of the Events Officer is to liaise directly with the wider executive team, reporting directly to the Head of Media Operations.