



All One in **Christ Jesus**

Role Statement

Role Title	Event Coordinator
Reports To	Event Director
Direct Reports	None
Primary Objectives of the Role	<p>The role of the Event Coordinator is to lead the logistical organisation, and ensure the successful end-to-end execution, of KCC convention events.</p> <p>The Event Coordinator is the key liaison between the KCC staff teams (office and convention centre staff) and the individual volunteer committees responsible for each convention event.</p> <p>This is a full-time position. It is based in KCC's office in Burwood, NSW. When conventions are operating the Event Coordinator will need to be present at the venue (either Katoomba and/or Sydney) for all set-up/pack up times in addition to the actual event.</p>
Job Context	<p>Katoomba Christian Convention (KCC) is an interdenominational, non-profit preaching conference ministry, and currently operates 6-7 conventions annually. KCC owns and operates a 10ha conference centre in Katoomba, NSW. It operates many of its conventions from there and from other Sydney venues.</p> <p>Each convention is organised by a combination of staff and volunteer effort. Each convention has its own volunteer organising committee, with a Chairperson responsible for platform content, recruiting volunteers and networking. The Event Coordinator's role complements these efforts by focusing on the areas detailed below in order to achieve a successful event.</p>
Scope of Role	<p>Event Planning</p> <ol style="list-style-type: none">Drive the agenda on logistical organisation of the event alongside the committee ChairpersonSet up, manage and assist with the registration and accommodation booking process for eventsLiaise with Venue on all logistical requirements such as accommodation allocations, contracts, catering, equipment, deliveries, bump-in/outDevelop and manage convention budgets in order to achieve broader KCC financial goals



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- e. Engage suppliers and contractors for the event including (but not limited to) AV services, caterers, photographers, printers, mailing houses, equipment hire and book retailing
- f. Identify areas of potential risk to the successful operation of an event and assist in resolving them
- g. Ensure all preparations for events are complete for events together with the Event Support team, such as resources for delegates (nametags, booklets), registration desk setup, cash floats and pickup, volunteer checks, counsellor packs, site host kits, first aid services, signage
- h. Attend regular convention committee meetings (most after work hours) to facilitate coordination between staff and volunteer teams
- i. Assist the committee, particularly the Chairperson, with planning to ensure decisions are made, tasks are scheduled, and deadlines are communicated clearly
- j. Work in coordination with the Chairperson to ensure that KCC's Vision, Purpose and Core Values are being adhered to

Marketing and Promotions

- a. Own and execute marketing and promotional initiatives specific to the event as directed by the Event Director
- b. Drive increased event attendance and awareness through marketing initiatives and networking with the convention committee
- c. Liaise with graphic designers, KCC staff and Committee Chairperson on production of promotional and convention materials
- d. Ensure marketing material meets branding guidelines
- e. Work with KCC staff and graphic designers to setup and manage websites, brochures, and other marketing collateral
- f. Review and analyse feedback and results from events to provide post-event de-brief reports and recommendations for improvement

Event Operations

- a. Be the main point-of-contact at the relevant convention events and ensure that all systems and requirements are operational
- b. Own and manage overall coordination of key areas such as program, delegate service and experience, volunteer teams, registration, catering, set and venue design, accommodation, and cash/finance handling
- c. Liaise with KCC Head Office staff, StayKCC staff, committee, volunteers, suppliers and contractors at convention events
- d. Provide customer service and problem solving onsite as required



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	<p>Systems and Processes</p> <ul style="list-style-type: none"> a. Develop and maintain convention-specific event manuals and process documents in consultation with the Event Director b. Actively contribute to the ongoing improvement of relevant systems, policies and processes relating to convention events
Key Relationships	<p>Internal</p> <ul style="list-style-type: none"> • Executive Director • Event Director • Event Manager/Coordinators • Convention committee Chairpeople <p>External</p> <ul style="list-style-type: none"> • Convention delegates • Volunteers • Suppliers and Contractors
Key Result Areas	<ol style="list-style-type: none"> 1. Excellent logistical organisation of KCC events, resulting in high levels of delegate (customer) and volunteer satisfaction 2. Excellent coordination and cooperation with KCC staff on sales and marketing, resource and fundraising initiatives to achieve event objectives 3. Establishment of strong working relationships with volunteer KCC convention committee Chairpeople and Committees 4. Successful management of event budget
Skills	<p>Essential:</p> <ul style="list-style-type: none"> • Exceptional organisational ability and understanding of the logistical requirements of large-scale events • Proven ability in taking the initiative and achieving successful end-to-end execution of events, projects and tasks to meet objectives and deadlines • Ability to work well under pressure, successfully prioritising multiple deadlines and making sound and timely decisions to achieve stakeholder satisfaction • Demonstrated ability to work successfully with both staff and volunteers in a small-team, faith-based, not-for-profit environment • Excellent negotiation skills and strong track-record of developing and maintaining positive working relationships with third-party suppliers and contractors • Strong verbal and written communication skills that enable effective communication with people at all levels inside and outside KCC^[1] • Ability to develop and manage a budget



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	<ul style="list-style-type: none">• Strong proficiency in using Microsoft software applications and ability to learn new systems quickly <p>Highly Desirable:</p> <ul style="list-style-type: none">• Fundraising and/or sponsorships experience• Strong understanding of marketing planning, channels and execution• Ability to identify and focus on customer (delegate) needs• Creativity in event-experience ideas and delivery• Ability to motivate and train others
Experience	<p>Essential:</p> <ul style="list-style-type: none">• Minimum 2-3 years full-time event experience in the commercial sector <p>Highly Desirable:</p> <ul style="list-style-type: none">• Marketing coordination experience• Volunteer or sponsorship management experience
Personal Attributes	<p>Essential:</p> <ul style="list-style-type: none">• An evangelical Christian committed personally and professionally to the authority of the Bible as Scripture• Active contributing member of a Bible-based local church• Must agree with KCC Statement of Faith and Code of Conduct• The ability to relate to people across the Christian denominational spectrum• Committed to a high standard of Christian personal integrity in workplace relationships• Calm under pressure• Stamina• Self-motivated <p>Highly Desirable:</p> <ul style="list-style-type: none">• Attendance of KCC events and ability to testify to the benefits in your life
Qualifications	<ul style="list-style-type: none">• Undergraduate degree in event or hospitality management highly desirable.• Qualifications in marketing or business management will be considered.
Other Requirements	<ul style="list-style-type: none">• Child protection check will be undertaken by KCC• A personal character reference from a current or recent church minister will be required in addition to professional references• Own car for travel to events and work-related meetings



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Employee Name	
Employee Signature	
Date	

Manager Name	
Manager Signature	
Date	



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