

QASMT seeks to engage all teachers in lifelong learning by providing high quality and accessible services that lead to improved learning outcomes for students. Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes.

Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures. Academic achievement is only one part of the Academy experience and must be coupled with developing a positive culture. Both academic achievement and culture are equally valuable. With shared visions, values, beliefs at its heart, culture serves as a compass setting, steering people in a common direction. It provides norms that govern the way people interact with each other. It provides a framework for deciding what does or does not make sense (Sergiovanni). Building a positive culture is an essential component of students achieving well academically. For students to become world class learners, students have to be connected to the school, to be academically engaged, to be part of a unique and enthusiastic learning community, to be personally motivated and to want to do well. To be a learning community, our Academy must also be a community of relationships, a community of place, and community of mind and soul, a community of memory, a community of practice.

Your opportunity

As the Events Coordinator you will lead specialist project activities and manage the development, implementation and monitoring of project plans and coordinate various events, as well as taking care of all events logistics both directly and in a small team. You should have substantial experience in planning and organising events, excellent computer skills, exceptionally high standard of written English and scrupulous attention to detail in all aspects of work.

The Events Manager reports to the Deputy Principal Students and liaises with the Marketing and Communications Officer to ensure appropriate publicity, marketing and communication of all events. The Events Coordinator also works closely with the Music Coordinator and Academy Spirit Team.

Your role

You will have responsibility for leading the following activities and delivery of the following key tasks:

- ✓ identify the objectives of the event and determine the requirements that must be met to accomplish those objectives (for example, facilities and services)
- ✓ liaise with the Marketing Officer to promote events
- ✓ meet with teams (eg:Leadership etc) to plan event scope and format, establish and monitor budgets, review administrative procedures and discuss progress
- ✓ co-ordinate services (for example, catering, signage, displays, audiovisual equipment, printing, security) and deal with any problems that arise
- ✓ co-ordinate decor design and special effects
- ✓ develop crowd management and risk management systems
- ✓ plan set up and tear down procedures
- ✓ plan entertainment and social gatherings for participants
- ✓ receive and process registrations
- ✓ hire, train and supervise students and support staff
- ✓ negotiate contracts for services, approve invoices and maintain financial records
- ✓ Support the Academy leadership team in providing high quality professional Academy events
- ✓ Grow the number of events on offer for students

Organizing a special event may require:

- ✓ developing or helping to develop a plan, program or agenda
- ✓ identifying the event elements, determine their logical sequencing and develop efficient schedules
- ✓ selecting sites and co-ordinating services (for example, audiovisual and technical details, decorations, seating)
- ✓ preparing strategies to ensure that the event site complies with all required legislation and regulations, including those related to health and safety
- ✓ sourcing speakers and entertainment options
- ✓ selecting menus that meet the budgetary requirements of an event
- ✓ organizing transportation, security and emergency services
- ✓ marketing the event and promoting sponsorships
- ✓ negotiating rates with suppliers, controlling expenses and administering financial procedures
- ✓ designing and implementing public relations campaigns
- ✓ recruiting, training and motivating staff or students
- ✓ preparing and distributing the event reviews

Working Conditions

The Event Coordinator may work on several projects at once or individual projects depending on the event schedule for the year. Long hours are often required particularly just before and during an event. At times, the work is challenging and busy, however flexible arrangements with TOIL will be available.

Personal Characteristics

The Event Coordinator requires the following personal characteristics:

- ✓ an explicit understanding of the Academy vision in relation to high expectations and high stakes and the importance of high quality events
- ✓ excellent communication and presentation skills
- ✓ excellent organizational and time management skills
- ✓ problem solving skills
- ✓ the stamina and energy required to work long hours when required
- ✓ the ability to negotiate agreements and mediate disputes
- ✓ the ability to work effectively with all sorts of people
- ✓ the ability to pay close attention to details
- ✓ the ability to work well under pressure and make responsible decisions quickly.

They should enjoy organizing and co-ordinating activities, and talking to people.

Selection Criteria

Within the context of the role described above, the ideal applicant will be someone who has the following key attributes or is willing to develop these attributes:

1. Teaching Qualification and relevant experience in the area of events, external relations and marketing.
2. Significant organisational proficiency within a complex operating environment.
3. Well-developed written communication skills
4. Demonstrated initiative and ability to work independently in the completion of priorities which may have competing deadlines.
5. Ability to systematically identify opportunities for improvement in work systems, and implement changes in collaboration with colleagues.
6. Demonstrated skills in the use of a range of computing applications such as Word, Excel and PowerPoint.
7. Ability to work harmoniously in a team environment.
8. Ability to work with academic staff and students.
9. Customer service focused and a focus on continuous improvement

Application Information

Applications should be made in writing addressing the Selection Criteria (no more than 2 A4 pages) and including a current Curriculum Vitae. The applicant should supply the names and contact details for two referees. Training will be provided and explicit goals for the year will be negotiated with the Senior Leadership Team.