



# EVENTS COORDINATOR DUTY STATEMENT

Our Club values are the strong beliefs and consistent behaviours of people in our organisation. They describe the way in which directors, staff and players of the Club behave, interact & work together and determine the culture of the Club. Our values are held in high regard and protected by every member on the on-field and off-field team.

**Respectful** All people are treated with respect regardless of their background or position.

**Precision** We expect excellence in everything that we do and are accountable for maintaining a high performance environment.

**Adventurous** We enjoy facing our industry's challenges and embrace progress with open arms.

**Conviction** Everyone involved with the Club is fully committed and gives 100 percent effort.

**United** We are selfless, we support and care for each other and we collaborate across our Club.

**Commercial & Considered** We drive for good commercial outcomes but always take the needs of our stakeholders into account.

**Integrity** We uphold high standards of behaviour, have deep respect for honesty and always work within the rules.

Our mission is to be the greatest team of all: a club people can be proud of because of how we play the game, live our values, conduct business and engage with the community.

Section	Description
Title	Events Coordinator
Reports to	Events Manager
Department	Commercial Operations
Term	Hours will be full time - days rostered according to events, match days and evening work requirements to ensure work/life balance.
Core purpose	The Events Coordinator is responsible for assisting with the planning, administration and delivery of different Club match days and events whilst collaborating with other departments at the Club to deliver required outcomes successfully.
Responsibilities and Duties	<p>Your responsibilities &amp; duties will include:</p> <ul style="list-style-type: none"><li>• Coordination of Geelong Cats Match Day Presidents Function</li><li>• VIP Management for events and match days</li><li>• VIP Political Functions – Spring Street Cats + Fed Cats</li><li>• Coordinate No. 1 Ticket Holders' &amp; Patron's Dinner</li><li>• Coordinate Cats In Business Functions</li><li>• Coordinate Brownless /Stoneham Club Events</li><li>• Coordinate AGM</li><li>• Assistant to the Events Team on major events (Season Launch, 'Carji' Greeves Medal Night, Finals Series Events)</li><li>• Maintain Budgets in conjunction with General Manager of Commercial</li></ul>

	<ul style="list-style-type: none"> <li>• Major events auction item fulfillments</li> <li>• To work required match day functions &amp; events</li> <li>• Planning – ensure each event is planned thoroughly including analysis of why event is held, what objectives are and who it is targeting.</li> <li>• Event reporting – ensuring objectives are assessed</li> <li>• Safety &amp; Risk Management – Ensure a safe and hazard free workplace environment by reporting and managing health and safety hazards. Comply with the Club and AFL's Risk management and occupational health and safety guidelines at all times</li> <li>• Continuous improvement – including debriefs, focus groups and survey development / analysis</li> <li>• Administration tasks as required (such as mail outs, answering phones &amp; database entry)</li> <li>• Provide excellent customer service to all internal and external customers</li> <li>• Computer skills with competency in word processing, spreadsheets and databases</li> <li>• At all times adhere to Club values and Club policies</li> <li>• Other duties as directed by the Events Manager</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• A track record of consistent and successful delivery of projects / events / functions</li> <li>• Excellent written, verbal and interpersonal communication skills with the ability to communicate with people from a variety of different backgrounds</li> <li>• Works hard to ensure the best outcome for the Club – builds connections across departments</li> <li>• Highly self-motivated with desire to strive for excellence; shows initiative and wants to exceed agreed expectations and targets</li> <li>• Experience with Aptify (preferred) or other client relationship management systems</li> <li>• Approaches the role with creativity, energy and enthusiasm</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Current Driver's License</li> <li>• Available to work on match days and Club events as required</li> <li>• Working with Children check</li> <li>• Level 2 First Aid</li> </ul>
<b>Appraisal(s)</b>	6 monthly performance reviews conducted by the Events Manager