



Central Australian Show Society

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www.alicespringsshow.com.au

Position Title: Event Manager

Organisation: Central Australian Show Society Inc (CASS)

Location: Alice Springs, Northern Territory

Position Summary:

The Event Manager will be responsible for the comprehensive planning, coordination, and execution of the Alice Springs Show and other events organised by the Central Australian Show Society Inc. This role requires a highly organised, detail-oriented individual with exceptional communication and project management skills. The Event Manager will ensure that all aspects of event operations are handled efficiently and effectively to deliver successful and memorable events. The Event Manager also provides an important link between members, the Executive and other interested parties and external agencies.

Key Responsibilities:

1. Event Planning and Execution:

- Develop and implement event plans, including timelines, budgets, and logistical arrangements.
- Coordinate all aspects of the Alice Springs Show and Alice Springs Christmas Show, including venue setup, vendor management, entertainment, and staffing.
- Oversee event day operations to ensure smooth execution and address any issues that arise.

2. Budget Management:

- Prepare and manage event budgets, ensuring adherence to financial constraints and identifying opportunities for cost savings.
- Monitor and report on financial performance, including tracking expenses and revenue.

3. Vendor and Stakeholder Coordination:

- Liaise with vendors, sponsors, and stakeholders to secure services, negotiate contracts, and ensure compliance with agreements.
- Build and maintain positive relationships with local businesses, community groups, and sponsors.

4. Team Management:

- Manage the Day-to-Day Operations of CASS.
- Recruit, train, and manage event staff and volunteers.
- Develop schedules and assign tasks to ensure all team members are effectively contributing to event success.

5. Marketing and Promotion:

- Develop and implement marketing strategies to promote the Alice Springs Show and other events.
- Coordinate with media outlets, manage social media platforms, and oversee promotional materials.

- Work with Executive to create and implement look and feel for each event and ensure consistency across social media platforms, website, print media etc.

6. Compliance and Safety:

- Ensure all events comply with relevant regulations, permits, and health and safety standards.
- Conduct risk assessments and implement safety measures to protect participants, staff, and attendees.
- Liaise with relevant safety authorities including but not limited to NT Worksafe and NT Health to ensure information and standards presented to all parties are correct.

7. Post-Event Evaluation:

- Conduct post-event evaluations to assess the success of the event, gather feedback, and identify areas for improvement.
- Prepare and present reports to the CASS Committee, including event outcomes, financial performance, and recommendations.

8. Management of Funding:

- Apply for, project manage and acquit funding from various sources to increase resources for the Show Society.
- Monitor potential opportunities on grant portals including Community Benefit Fund, Volunteering NT, Smarty Grants, and the Business Growth Program.
- Liaise with NT Show Council regarding annual funding and additional opportunities through Sport and Active Recreation.

8. Association

- Maintain Financial Accounts of CASS including invoicing, debtor and creditor management, receipting of funds, paying of invoices, and prepare financial documents for presentations at meetings, along with the organisation's current statement(s)
- Assist in preparing the financial statements and records for auditing
- Prepare and submit timely progress reports to the Executive and CASS Council.
- Prepare responses to official correspondence in consultation with the Executive and/or CASS Council.
- Contribute to Strategic Planning and develop opportunities for further income generation and sponsorship.
- Support the President, Executive and CASS Council with administrative support, including attending meetings when required for the purpose of minute taking and other duties as requested.

Qualifications:

- Proven experience in event management, preferably in a similar role or within a not-for-profit organisation.
- Strong organisational and project management skills, with the ability to manage multiple tasks and deadlines.
- Knowledge of accounting practices and use of computerised accounting software CASS use XERO.
- Excellent communication and interpersonal skills, with the ability to build relationships and work collaboratively with diverse stakeholders.
- Demonstrated experience in budget management and financial oversight.
- Familiarity with marketing and promotional strategies, including social media and traditional media channels.
- Knowledge of health, safety, and regulatory requirements related to event management.
- Ability to work flexible hours, including evenings and weekends, as required by event schedules.

Desired Attributes:

- Passion for community engagement and the local culture of Alice Springs.

- Creative problem-solving skills and a proactive approach to overcoming challenges.
- Strong leadership qualities with the ability to motivate and manage a team effectively.

The Central Australian Show Society Inc. (CASS) is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

How to Apply

Applicants should provide a covering letter outlining their experience and suitability to the role, along with a current resume and two references.

Applications should be addressed to;

EOI – Event Manager

Attn: Mr Andrew Barrett

President

Central Australian Show Society Inc

president@alicespringsshow.com.au

Mobile | 0437 114 998