

POSITION DESCRIPTION



Position Title: Senior Producer – Special Events
Work Level: Specialist
Reports To: Director, Marketing Communications & Fundraising
Direct Reports: Project Volunteers (community members)

Position Overview

From August to October 2025, ACON is holding a series of events to mark its 40th anniversary. It will be a time to mark to ACON's impact to the health and wellbeing of sexuality and gender diverse people in New South Wales. In celebrating this important milestone, ACON will work to foster further engagement with our communities, strengthen our connections with stakeholders and build our supporter base through fundraising and marketing initiatives.

The *Senior Producer – Special Events* is responsible for planning and executing all programming, production, operational, logistic and technical aspects in the preparation and implementation of ACON's 40th Anniversary Program.

Working collaboratively with the *Director, Marketing, Communications and Fundraising*, and with key ACON staff and project teams, the role plans and produces special events and activities in line with the organisation's event project plan.

Bringing a creative and innovative approach, the role advises on the production strategies and actions required to deliver a compliant event program – on time, within budget – maintaining leading practice processes to deliver ACON's portfolio of anniversary events and activities.

The *Senior Producer – Special Events* is expected to utilise high-level strategic and critical thinking skills, and this role encompasses talent and stakeholder-management, venue and production-management, along with new event inception.

This is a creative and hands-on role that involves all aspects of special events-management – from programming, planning, production and implementation – to successfully deliver a multi-faceted anniversary program held over multiple events.

Main Activities

- ✓ Implement high level planning and organisation of allocated event projects utilising sound event project-management techniques in accordance with ACON's principles and standards (including WH&S and Risk Assessment) to ensure effective and timely delivery of all components of agreed event projects.
- ✓ Work with key ACON staff and projects, internal/external stakeholders and other partners, lead the strategic programming of the event calendar that meets the goals and objectives of the anniversary program.
- ✓ Provide high-level strategic advice, guidance and ideas in the development of the event program that addresses the requirements of the organisation.
- ✓ Coordinate all aspects of event project-management, risk-management and post event analysis to ensure the delivery of creative, innovative and first-class events in ACON's 40th Anniversary program.
- ✓ Coordinate all technical requirements of events, engaging and supervising contracted tech providers and venue technicians, and source specialist equipment as needed.
- ✓ Undertake formal risk assessments for events in the program then document and implement appropriate risk mitigation planning.
- ✓ Ensure compliance with all planning and licensing requirements for all events and activities.
- ✓ Maintain the day-to-day supervision of the production and operation of the event program and provide clear and concise advice and recommendations as required.
- ✓ Provide strong logistical support and detailed planning across all event projects.
- ✓ Report on overall event project progress and performance to relevant senior ACON management and/or funding bodies as required and specified in event project plan.
- ✓ Make corrections, changes and additions in light of changing circumstances to ensure event project aims, objectives and outcomes are met.
- ✓ In collaboration with the *Director, Marketing, Communications and Fundraising*, prepare and issue approved contracts, ensuring fully executed supplier agreements are in place for all areas of remit.
- ✓ Coordinate and supervise contractors and suppliers to ensure event delivery.
- ✓ Develop, maintain, review and comply with event project budgets as delegated.

APPROVED: Director, MC&F	Senior Producer – Special Events	Mar 2025
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POSITION DESCRIPTION



Main Activities (continued)

- ✓ Provide accurate, timely and appropriate reports as required.
- ✓ Engage business units within ACON to utilise the services of the business unit to ensure smooth and effectively delivery of the event program.
- ✓ Ensure all organisational policies and procedures are maintained in the delivery of the event program.
- ✓ Foster and maintain co-operative, appropriate and effective collaborative relationships with a range internal and external stakeholders, with a demonstrated commitment to excellence.
- ✓ Administer, support, train and evaluate volunteer workers, while ensuring they are properly onboarded and documented in accordance with relevant ACON policy & procedures.
- ✓ Actively participate in, and contribute to building an effective and positive team culture and information exchange; and an ongoing process of supervision, unit meetings, team meetings, and general staff meetings.
- ✓ Champion the development and sustained implementation of diversity and inclusion initiatives within the workplace, actively promoting a culture that respects, celebrates and cultivates differences among staff and volunteers.
- ✓ Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

Selection Criteria

Essential:

1. Relevant tertiary qualifications and/or demonstrated experience in event management, or related field at an appropriate level.
2. Demonstrated experience in high-volume events management.
3. Demonstrated experience in event and/or festival programming.
4. Demonstrated experience in technical and production management of events and/or festivals including scoping, determining project resources, budgeting processes and project delivery.
5. Demonstrated experience in building and managing successful relationships with suppliers, sponsors, performers and other staff to ensure successful delivery of events.
6. Demonstrated ability to think strategically to achieve goals and objectives.

Capabilities and Knowledge:

1. High-level planning, project management and organising skills.
2. Excellent time management skills and the ability to prioritise work and manage concurrent projects with competing deadlines.
3. High level computer literacy – Microsoft packages and knowledge of event/project management software.
4. Well-developed written and oral communication skills, including ability to communicate with a range of stakeholders.
5. Demonstrated problem solving skills in event management with an ability to initiate and respond effectively to change.
6. Demonstrated skills in the areas of marketing and promotion of events and projects.
7. Demonstrated ability to develop and manage risk assessments in relation to public events.
8. Demonstrated ability to work independently, undertake several projects simultaneously and meet deadlines.
9. Demonstrated commitment to EEO, Workplace Health and Safety and ethical principles.
10. Strong understanding of and commitment to ACON's communities, as well as all LGBTQ people and people living with HIV.
11. Current NSW Class C Driver's Licence.

Desirable:

1. First Aid qualifications (current).
2. RSA (current).
3. Recommended vaccinations against illness that may adversely impact ACON's communities.