

## Job Advert: Senior Events Executive

### About the business

The Primary English Teaching Association Australia (PETAA) is a national, not for profit association that supports primary school educators in the teaching and learning of English and literacies across the curriculum. We are a dynamic, innovative and ambitious organisation, that is currently experiencing an exponential growth period.

PETAA has been a leader in the field of teacher professional development, and as we reach our 50<sup>th</sup> year, we are excited to continue our track record in delivering high quality courses, conferences and events as part as our efforts to support teachers across the country.

**OUR VISION:** A national leader in the fields of English and literacies across the curriculum, connecting literacy and English as a coherent, productive topic for theory, research and educational practice.

**OUR MISSION:** To provide a powerful literacy education to every young Australian.

### About the role

We are looking for a proactive and driven Senior Events Executive to join our small team, based in Newtown, NSW. This is a full-time role, working 38 hours per week, ideal for someone who is looking to further their career in events within a dynamic and busy educational association.

You will be responsible for supporting the Manager of Professional Learning in planning, organising and running more than 100 annual face to face and online training events of varying shapes and sizes for educators, including PETAA's annual conference, the largest in the sector with 1200 attendees in 2021.

PETAA's Senior Events Executive has a unique opportunity to work on an event from its strategic inception to on-the-day delivery, and will be a key figure in shaping each event's success. They will use their events administration skills to liaise with venues, suppliers, speakers and partners to deliver seamless and highly professional events.

The PETAA staff are team-oriented, passionate about our sector and member-focused. The Senior Events Executive is expected to play an active role supporting the full PETAA team to fulfil the smooth, day-to-day functioning of PETAA service delivery. They are an important part of the whole-team approach to servicing and supporting our membership base and providing high quality professional learning experiences to primary school teachers across Australia.

### Key responsibilities:

- Working closely with the Manager of Professional Learning, you will plan, organise and manage professional learning courses, conferences and events, both online and face to face
- Take the lead role on a critical PETAA project for a statement department, delivering over 40 workshops annually for state schools with published children's authors, managing the budget, reporting and all operational facets of the workshops
- Overseeing the Events Assistant, coordinate the full portfolio of Professional Learning events, including but not limited to: travel arrangements, catering, venue facilities, course materials and communication with event attendees
- Take a lead role in delivering our 50<sup>th</sup> anniversary conference and celebration awards dinner, including budgetary control, venue management, marketing liaison and more
- Act as key contact for phone and email inquiries regarding events from prospective members, members, and the general public and other industry bodies

**The Senior Events Executive is a person who:**

- Is required to be multi-skilled in working in a small team while proactively supporting and providing relevant services to maintain the efficient operation of PETAA's business.
- Is well organised and has excellent time management skills and attention to detail
- Is a clear communicator who can build rapport with both internal team members and external clients including members, teachers, school executives and presenters.
- Will embrace new challenges with enthusiasm

**Why you will love us:**

- No day is the same for any teacher, and that's true for our organisation too – but we make sure that every day is rewarding! We are flexible, adaptable and responsive, which means that we're interested in your ideas. If something isn't working, we'll try something new, and we're not afraid of a challenge!
- You will be an integral part to the business and as such, will be in a position to showcase your passion, skill and expertise
- The PETAA team is collaborative and creative – and committed to achieving our goals. We're also committed to acknowledging and celebrating those successes. It's a supportive environment.
- We take pride in producing high-quality conferences and events. Educator feedback frequently comes back as 100% positive.
- We value our people: at PETAA we believe in investing in our people, your skills and your growth.

**Required experience and skills**

- A degree or advanced certification in Events Management, Administration or Communications
- A minimum of 2 years' experience working in Events
- Ability to work proactively and effectively with minimal supervision
- Strong communication skills and the ability to communicate effectively with a variety of stakeholders
- Computer literate and very confident on the telephone and in person
- Ability to work well under pressure and in a fast-paced environment

To apply, please submit your cover letter and resume to [megan.edwards@petaa.edu.au](mailto:megan.edwards@petaa.edu.au) Your cover letter should address why you are interested in and suitable for the role.