

Position Description: Events Director

Role

The Events Director establishes and implements an annual social calendar which provides a range of engagement opportunities for Club members, players, and stakeholders.

Responsibilities

- Coordinate all Club events (other than sponsor networking).
- Coordinate the Player Events Sub-Committee to organise player focused event.
- Work collaboratively with other Directors and the Player Events Sub-Committee to develop a calendar of social events and activities.
- Develop event themes in keeping with Club priorities, organise and brief speakers, monitor bookings and liaise with all service providers.
- Develop event timelines, content, and manage bookings.
- In consultation with the Communications Director arrange promotional material for events.
- Manage all match day event needs, including bar, raffle, audio equipment.
- Manage all Council facility bookings for Club and player events.
- Ensure all social events are at least cost neutral to the Club.
- Meet the Club's event profit target.
- Work with the Volunteer Director to recruit and manage event volunteers (includes development of position description for roles).
- Coordinate the annual Silent Auction.
- Prepare running sheets, speaking points as required.

Necessary experience and skills

- Experience in event management and implementation.
- Excellent interpersonal and communication skills.
- Excellent attention to detail.
- Ability to build and maintain relationships.
- Ability to liaise with (and provide direction when necessary) everyone involved in events – volunteers, players, guest speakers, service providers.