



Title & Role	Event Services Officer Supports the Tocal Field Days Manager and Committee through the provision of administrative support services to deliver the annual Tocal Field Days.
Grade or Class	Clerk 1 - 2 \$31.68 per hour
Responsible to	Manager, Tocal Field Days
Hours	Starting date – Late January 2012 Late Jan – May between 3 and 5 days per week June – Jan 1 day per week (or 2 half days) Some flexibility in school holidays if needed
Employer	Tocal Field Days Association – is an incorporated Association responsible for staging the annual Tocal Field Days held on the first weekend in May at Tocal College. This agricultural event promotes sustainable agriculture with a strong educational focus and attracts around 25,000 visitors each year and over 500 exhibitors. The Association comprises representation from NSW Trade and Investment, Dungog Shire Community Centre, Hunter Central Rivers Catchment Management Authority, CB Alexander Foundation and Hunter Valley Slow Food.
Selection Criteria	<ol style="list-style-type: none"> 1. Experience in general administration duties Database and word processing proficiency 2. Research and reporting experience relating to event management 3. Excellent communication and interpersonal skills 4. Ability to meet tight deadlines in the lead up to the event 5. Ability to work unsupervised and as part of a team 6. A background in or a knowledge of agriculture is desirable 7. Current driver's license
Responsibilities include	<ul style="list-style-type: none"> ▪ Manage database entries, exhibitor reports and information kits ▪ Drafting printed material and forms ▪ Collating information kits ▪ Communicate with service providers, Tocal students a diverse range of exhibitors ▪ Assist the Manager in related event administration as required
Notes	<ul style="list-style-type: none"> ▪ This position requires flexible working hours. Days worked will increase in the lead up to the event and decrease post event. ▪ There is potential for working around school hours / holidays for part of the year ▪ The successful applicant will be required to undertake a 'Working with Children' check ▪ This position is a temporary position up until June 2012 at which time it will be reviewed

RESPONSIBILITIES

1. Database / Administration	<ul style="list-style-type: none"> ▪ Manage accurate database entries to ensure effective delivery of reports. ▪ Generate a range of reports for service providers and stakeholders ▪ Orders supplies ▪ Develop and administer time sheets, site pricing, application forms and information kits as required ▪ Provide secretariat support for the TFD committee to facilitate the smooth running of the event.
2. Research and Reporting	<ul style="list-style-type: none"> ▪ Minute taking ▪ Produce reports relating to the management of the event to area coordinators and all operational areas
3. Communication and interpersonal skills	<ul style="list-style-type: none"> ▪ Assist in set-up and operation of the temporary TFD office ▪ Manage the bump-in of over 500 exhibitors in a short period of time ▪ Work with service providers and contractors to ensure a smooth set up period ▪ Work with and offer direction to casuals and students working in the lead up to and during the event
4. Time Management	<ul style="list-style-type: none"> ▪ Work to very tight deadlines in the final few weeks leading up to the event. ▪ Manage workload to achieve deadlines and ensure all stakeholders have the information required to do their roles effectively
5. Computer Skills	<ul style="list-style-type: none"> ▪ Generate new application forms and templates as required ▪ Good understanding of Microsoft office programs, email, spreadsheets.
6. Teamwork and Cooperation	<ul style="list-style-type: none"> ▪ For much of the year this role demands a high level of autonomy but also requires periods of intense teamwork with a vast range of participants including exhibitors, service providers and students
7. Drivers License	<ul style="list-style-type: none"> ▪ A current C Class drivers License is required

Forward Applications addressing the selection criteria to

POST	EMAIL	FAX
Manager Tocal Field Days Association Tocal College, Tocal Rd PATERSON 2421	wendy.franklin@industry.nsw.gov.au	(02) 49398820