



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Team Leader – Events	Level	8
Business Unit	Leisure and Cultural Services	Position Number	00168
Directorate	Corporate Services	Date Established	June 2006
Reporting to	Coordinator Cultural Services	Date Updated	July 2025

2. KEY OBJECTIVES

- Develop and coordinate the implementation, promotion and evaluation of major, high profile public events and initiatives consistent with the Leisure and Cultural Services Business Plan and endorsed Cultural Events Calendar.
- Project reporting, contract management.
- Collaborate with TL Promotions and Communications and the Strategic Stakeholder Relations business unit to provide high quality services, information, ticketing and marketing aimed at increasing attendance at cultural events and initiatives.

3. KEY ACCOUNTABILITIES

- Undertake activities in accordance with the Business Unit Plan, Corporate Business Plan, Strategic Community Plan and Cultural Events Calendar.
- Risk Management and Traffic Management Plans are completed in accordance with legislative requirements, and events comply with the City's Risk Management framework.
- Work activities associated with events are undertaken in an effective and efficient manner in accordance with City Protocols, procedures and adopted practices.
- Prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Financial management activities are undertaken in accordance with City procedures and processes.
- Project work is undertaken in accordance the requirements of the City's Project Management Framework.
- Contracted work is undertaken in accordance with the contract and City's purchasing protocols.
- People management activities are undertaken in accordance with relevant legislative requirements and City protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.

4. **KEY ACTIVITIES**

ACTIVITIES

Outcome: Events Oversight

- Strategically project plan a portfolio of major, high profile, highly attended public events in conjunction with the Coordinator Cultural Services.
- Monitor complex projects including large-scale outdoor concerts, concerts, festivals and cultural celebrations as required by the City's endorsed Cultural Events.
- Develop an annual project plan for the annual cultural program including scoping, establishment of deliverables and objectives, budget, project schedule, communication plan and risk management.
- Review risk, alcohol, emergency management, and security plans for public events.
- Review and approve master delivery schedules and production schedules for all projects.
- Undertake project monitoring and prepare relevant project reporting and evaluation documentation.
- Oversee projects in accordance with agreed scope, timeframes and budgets.
- Liaise and negotiate on behalf of the City with key internal and external stakeholders, such as but not limited to Corporate Marketing, Audit and Risk, state and federal arts agencies, community and professional artists, other local governments.
- Work with the City's Strategic Marketing and Sponsorship Officer in pitching, contracting and reporting for event partners including commercial and government sponsors and funding partners.
- Contribute to monthly, quarterly and annual reports.
- Timely and accurate delivery of assigned work and projects within allocated budget.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: Contract Management

- Undertake contract management for Joondalup Festival Executive Producer including development of scope, negotiation of fee and ongoing management of relationship and delivery.
- Oversee events team and external producer(s) in the procurement of contractors and services for events ensuring compliance with city procurement protocols.
- Administer the requisitioning and receipting of services in accordance with quotes.
- Monitor progress of works and provide assessment of completed works.

Outcome: People Management

- Responsible for recruitment, induction and supervision of event volunteers, casual and contract workers, including seasonal casual event workers.
- Ensure employees work in a safe manner.
- Set performance targets and development plans for employees.
- Provide ongoing supervision, guidance, monitoring and appropriate feedback to employees.
- Provide leadership, coaching and on-the-job training for employees.
- Manage a range of employee issues in consultation with Human Resources.
- Actively promote the City's commitment to diversity and inclusion.

Outcome: Financial Management

- In consultation with the coordinator, develop the annual budget in accordance with corporate financial requirements and timelines.
- Develop event season procurement contracts.
- Complete funding applications for major projects.

- Oversee grant funding and sponsorship acquittal and reporting for cultural events.
- Monitor, review and report on expenditure to ensure conformity with budget outcomes.
- Provide monthly reports including trends and variations.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Organisational, interpersonal, conflict resolution, negotiation and time management skills with proven ability to effectively prioritise multiple tasks.
- Conceptual, analytical ability and problem-solving skills.
- Written, administration, presentation and verbal communication skills, with the proven ability to engage with diverse stakeholders.
- Ability to use the Microsoft Office suite.

Knowledge:

- Of the Western Australian performing arts sector and events.
- Financial administration and management.

Experience:

- Coordinating major high profile public events with large attendances.
- Negotiating with multiple stakeholders including artists, performers and/or agents.
- Supervision of employees and managing volunteers.
- Local Government or public sector experience.

Qualifications / Clearances:

- Tertiary qualification such as Event Management, Project Management and substantial appropriate experience.
- Current WA 'C' Class Driver's Licence.

6. EXTENT OF AUTHORITY

- Has delegated authority to manage large and complex projects.
- Responsible for the control and coordination of projects including cost effectiveness and timeliness.
- Required to use professional knowledge and approach to solving complex problems.
- Responsible for decision making in the work area and provision of expert advice.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction

Internal:

- All other business units

External:

- Local interest groups and organisations
- State and federal arts agencies
- State and federal funding organisations
- Sponsors
- Community and professional artists
- State and federal politicians
- Other local governments
- Arts and heritage organisations
- Print and electronic media
- Educational institutions
- Major regional stakeholders

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	2
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