Selection criteria

Essential
1. Degree in Events Management or related field, or extensive experience as the primary co-ordinator events ranging in size from 20-500 participants.
2. Event-organising experience that involves mitigating risk, overcoming barriers and achieving desired outcomes.
3. Experience sourcing and negotiating quotes with suppliers, and delivering events within budget.
4. Demonstrated experience recruiting, co-ordinating, supporting and retaining volunteers.
5. Ability to adjust priorities quickly as circumstances dictate and adapt to frequent changes in workload.
6. Availability to attend evening and weekend events (expected 10-20 evenings, and 5-10 weekend events, a year).
7. Ability to work independently, collaboratively, and creatively with student representatives and staff to consistently deliver high-quality events.
8. Ability to deliver events that appeal to a diverse audience, particularly students from marginalised groups.
9. Demonstrated skills in working with and knowledge of Microsoft Word, Excel and Outlook.

Desirable
1. Demonstrated connections with the ANU community, particularly clubs and societies, and residential halls.
2. Experience with ANU on-campus planning processes.
3. Experience working for a students’ association or other membership-led organisation.