

CASUAL EVENTS ORGANISER

| | |
|----------------------------|--|
| Role: | Events Organiser |
| Employer: | Fresh Produce Safety Centre Limited (FPSC) |
| Commencement: | May 2021 |
| Duration: | 3 months |
| Location: | Sydney, Australia |
| Job posted on: | 10 May 2021 |
| Applications close: | 17 May 2021 |
| Located: | Office is in Camperdown, although work-from-home is preferred |
| Remuneration: | Casual, approximately 2 days per week from 20 May – 20 August at \$52.34/hour, plus contribution to superannuation |

About the FPSC

The FPSC is an industry-funded and led body, established in 2014 as not-for-profit company to enhance fresh produce food safety across Australia and New Zealand through research, outreach and education.

Our mission is to empower the Australian and New Zealand fresh produce industry with novel and innovative systems and processes that leads to safer fresh produce for consumers. Our supporters represent the fresh produce value chain including growers and packing houses, input services, storage and transport, wholesale, retailers and exporters. Our networks exist across government and regulatory bodies, food safety standards and auditing, research and education, equipment and packaging. Our expertise lies in bringing together innovative food safety best practice to create cultural change in food safety. The FPSC is based at the University of Sydney, in the School of Life, Earth and Environmental Sciences.

About the Role

The FPSC requires an events organiser for two days per week in the lead up to the Fresh Produce Safety Conference to be held in Sydney and online on 18 August 2021. The Fresh Produce Safety Conference is the Fresh Produce Safety Centre (FPSC)'s preeminent annual event. The events organiser will also be required to assist with other smaller events including World Food Safety Day on June 7, and the launch of the FPSC's next Innovation Agenda project in July.

The events organiser will provide event management and outreach support to the FPSC including:

- organising events websites such as Eventbrite registration pages and conference website, including writing copy, sourcing images and linking sponsor logos to sponsor site
- taking registrations for FPSC events and conferences, responding to inquiries
- preparing participant registers
- booking venues and liaising with suppliers
- arranging catering
- arranging marketing collateral including program, signage and nametags
- organising travel arrangements

- assisting with event setup and registration
- liaising with speakers, including securing bios, photos, presentations, and organising speaker briefing presentations
- liaising with sponsors including ensuring commitments in sponsorship agreements are delivered
- organising all audio visual and online streaming requirements, including working with technical producers
- preparing and distributing media releases, liaising with media
- manage the FPSC's social media for events (Twitter, LinkedIn etc)
- liaising with university security and other university bodies as necessary
- arranging and staffing FPSC stalls or booths at industry trade shows/fairs
- other event management and outreach support as directed by the Executive Officer of the FPSC.

Experience and Skills

Required Experience:

- Experience in event management including sponsor liaison, venue liaison, participant registration, speaker liaison, working with suppliers including audio-visual and catering suppliers
- Experience in maintaining/updating websites and social media management
- Experience in basic financial management (preparing and reconciling event budgets).

Desired Experience:

- Experience in production of combined live + streamed events using Zoom or similar.

Required Skills:

- Proficient in technology platforms used for events including Eventbrite, social media (Twitter, LinkedIn), and Zoom
- Proficient in use of Microsoft products including Word, Excel
- Ability to establish and maintain effective stakeholder relationships, including with sponsors, suppliers, designers, technology support and conference attendees
- Excellent written and verbal communication skills.

Desired Skills:

- Intermediate skills in updating websites on WordPress or similar.
- Basic/intermediate skills in graphic design programs such as InDesign or similar.

Applications should address match their skills and experience against the skills required and include a brief resume (no more than three pages), including a list of conferences and events you have supported and the roles you have undertaken.

Applications should be sent in writing via email with the subject heading "Events Organiser" to:

Emma Walters

Executive Officer

Fresh Produce Safety Centre

Via email: info@fpsc-anz.com

Only shortlisted candidates will be contacted.