



## **Victorian Chapter Member & Events Coordinator**

### **Position Description**

The Australian Institute of Architects is a national body representing approximately 11,500 architects across Australia. Approx 3,000 of these members are based in Victoria. The Institute offers a wide range of high quality, member-focused services supporting architects to remain at the cutting edge of their profession.

The Victorian Chapter Member and Events Coordinator is responsible for ensuring the Chapter's membership and events programs are of the highest quality and relevance to its members across Victoria. The role reports directly to the Victorian Executive Director and works closely with the National Membership & Events teams.

#### **PART 1**

<b>Position Title</b>	<b>Victorian Chapter Member &amp; Events Coordinator</b>
<b>Location</b>	Lvl 1 / 41 Exhibition Street, Melbourne, Victoria
<b>Loading</b>	The position is full time (37.5 hrs week)

#### **PART 2**

##### **Position focus**

Co-ordination and management of the following areas:

- Member services programs including SONA and EmAGN;
- Education program; and
- Member and stakeholder relations.
- Any other duties as required

##### **Relationships**

1. This position reports to the Victorian Executive Director.
2. Has significant contact with:
  - (a) Internal:  
Victorian Chapter staff; and  
National staff
  - (b) External:  
Members;  
Stakeholders;  
Sponsors  
Service Providers; and  
Consultants.

##### **Key responsibilities**

1. To work with the Education Committee to:
  - o provide administrative support to the Committee including facilitating accreditation visits when needed;
  - o influence the development of architectural education and
  - o facilitate and encourage active mentorship within the profession – including coordinating the Student Ideas and Graduate Prize Programmes.
2. To work with the Vic branch of Emerging Architects network (EmAGN) to develop and promote:
  - o the value proposition of membership to young members and prospective members;
  - o quality and relevant services and events for EmAGN members;
  - o recognition for EmAGN members;
3. To work with Vic branch of SONA (Student branch of the Australian Institute of Architects) to provide:

- support and direction for the four SONA committees to plan and implement their annual calendar of events
- the value proposition of membership to SONA members and prospective members;
- quality and relevant services and events for SONA members;
- support and direction of the SONA social media platforms;

4. Awards Program Support – Support annual awards program activities including but not limited to:

- General administrative support to Awards Coordinator;
- Management of online Awards Database and website;
- Production of winner’s pdfs/certificates/plaques etc;
- Proofreading of a range of Awards related publications;
- Logistics support for a number of key events in the Awards program, including, but not limited to, Presentation to Juries, Exhibition of Entries and Awards Presentation night;
- Point of contact and responsibility for Bates Smart Media Awards;
- Providing content to agency managing media for Awards program.

5. Events Support – Coordinate key Victorian Chapter events including member networking events.

6. Other duties as required by the Victorian Executive Director.

**PART 3**

**Position Requirements**

1. Minimum Education Requirement:

- A tertiary qualification in a related field or relevant experience.

2. Minimum Experience Requirement:

- two years’ experience coordinating and managing events
- experience using Suite software
- excellent communications skills verbally and written
- must have experience in the proficient use of Excel, Word & Outlook

3. Knowledge, Skill and Abilities critical to the performance of the position

- demonstrated commitment to quality, customer service and a continuous improvement culture.
- demonstrated motivation and ability to work effectively and harmoniously as part of a team.
- Interest in the practice of architecture and the built environment.
- ability to exercise diplomacy, discretion and sound judgement.
- proven event management and time management skills.
- Positive and solutions focused approach to challenges
- Ability to identify opportunity and demonstrate initiative
- excellent negotiation, liaison and interpersonal skills.
- strong representation and relationship building skills.
- excellent written and oral communication skills.
- flexibility to work outside normal office hours.

**19/12/17**