

POSITION DESCRIPTION

BUSINESS PORT AUGUSTA

Business Port Augusta serves as the proactive voice of business in Port Augusta, acting as the leading Chamber of Commerce and Industry.

Our mission is to cultivate a thriving business community by providing networking opportunities, fostering partnerships with key stakeholders, and advocating for local business interests.

We are committed to growth, support, vision, business enthusiasm, focus, and active engagement.

Position Description: Independent Contractor - Awards Coordinator

Overview: Business Port Augusta is seeking expressions of interest from a highly organised and proactive independent contractor to manage our annual business award event. This role plays a pivotal role in overseeing various aspects of the award process, from sponsor liaison to event logistics.

Responsibilities:

- Manage the end-to-end process of the award program, ensuring a seamless and successful event.
- Liaise with sponsors to secure support and funding for the awards program.
- Coordinate marketing efforts to promote the event and attract nominations.
- Facilitate nominee communications, ensuring timely submission of award applications.
- Prepare and distribute necessary documentation to nominees and sponsors.
- Handle ticket sales and registration for the award ceremony.
- Assist in the setup and coordination of the award ceremony and associated events.
- Provide regular progress updates to the Board of Directors on event planning and execution.
- Develop and manage the event budget, reporting and tracking expenditures against budgetary constraints.

Qualifications:

- Previous experience in event management or project coordination is preferred.
- Strong organisational and time management skills with the ability to meet deadlines.
- Excellent interpersonal and communication skills, both written and verbal.
- Proficient in using Microsoft Office suite and event management software.
- Detail-oriented and capable of managing multiple tasks simultaneously.
- Ability to work independently and as part of a team in a fast-paced environment.
- Must possess a valid Australian Business Number (ABN) for contractual purposes.

Compensation:

- Hourly Rate/Project Fee will be negotiated based on the candidate's skills, qualifications, and relevant experience.

Additional Information:

- This is a temporary, fixed-term contract, covering the duration of the award program and event which will be held in November.

BUSINESS PORT AUGUSTA



- The successful candidate will report to the Chairperson and collaborate closely with the Business Port Augusta Board.
- Anticipated commitment of an average of 8 hours per week leading up to the awards event.

APPLICATION PROCESS

To express your interest in this role, please submit your resume and a cover letter outlining your relevant experience and qualifications to info@businessportaugusta.com.au by the 31st May 2024.

For further information please forward an email to info@businessportaugusta.com.au with your contact details and one of our board members will respond to your enquiry. We look forward to receiving your application and considering you for this exciting opportunity to contribute to our community's business excellence.