

Job Description

Katch Katikati Event Manager

Responsible To: Katikati Promotions Manager

Job Summary and Purpose: To create, plan, organise and complete a number of successful events in the Katikati area. To also provide support to the Katikati Promotion Manager and the organisation.

Parameters of Role:

- Full time role
- Up to 40 hours per week
- Location and time of work is very flexible. You will be required to be in the office from time to time. There will be weekend work and the requirement to cover shifts in the information centre.

Functional Relationships:

- Promotions Manager & Staff
- Katch Katikati Board
- Information Centre Volunteers
- External consultants
- Local Community
- Business owners and operators in the Katikati district
- WBOP District Councilors and Katikati Community Board

Key objectives:

- To create events in Katikati that reflect the community and create a thriving town centre where people want to be.
- Assisting the Katikati Promotion Manager and other staff where necessary to perform their jobs
- Provide a back-up role to the Katikati Promotion Manager
- To back up and support the organisation

Key Events, Duties and responsibilities as follows but not limited to:

- Easter Events
- St Patricks Event
- Christmas Concert
- Christmas Grotto
- Upcycled Christmas Tree Competition
- BA5 coordination

- Breakfast networking
- Green Drinks Coordinator
- Bikewise events
- Blokes in Sheds Ramble
- ECHO Walking Festival
- Spring Clean Katikati
- Avocado Café Competition
- Festival of Cultures
- Business & Community awards
- Introduction of new events
- Managing Sponsorships
- Planning and budgeting for events
- Post event reviews
- Monthly reporting and analysis
- Other activities, as directed by the Katikati Promotion Manager or the Katch Katikati Committee

Key Competencies:

- Word, excel, facebook, outlook, Xero, canva
- Communication skills
- Event management skills
- Marketing experience
- People management skills
- Time Management
- Ability to work independently