



## Events Coordinator

- Be a part of Australia's independent national broadcaster
- \$73,226- \$78,468 p.a. (pro rata) +choice of 15.4% super
- Convenient CBD location in the heart of Ultimo (near Central Station)
- Contract Vacancy for Approximately 12 Months

### About the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With over 4,500 employees from diverse backgrounds, located across over 50 locations around Australia and overseas, the ABC is proud to create, curate and deliver high-quality programming that informs, educates and entertains.

The ABC's a great place to work; we provide various opportunities for Indigenous staff, including attending the national Indigenous staff conference, activities during NAIDOC week, regular networking events and mentoring support.

You'll have a friendly and supportive environment to learn and grow in, with a vibrant, dynamic and cohesive team and a manager who will help you with any questions and give you regular opportunities to talk about your progress. You'll also have access to a network of Indigenous staff and support from the ABC's Indigenous Employment Manager.

### About ABC Television

ABC Television provides distinctive and quality content across four channels: ABC, ABC2, ABC ME and ABC KIDS, as well as offering on demand streaming of ABC content through ABC iview. The ABC broadcasts television content that informs, entertains and educates Australian audiences.

### About the Role

Our Events team is looking for a department coordinator who will provide high level administrative support and act as the first point of contact for the TV Events team.

Your exceptional administrative skills and flexible attitude will assist you in performing a variety of tasks including, monitoring enquiries, diary management and coordinating project activities and undertaking research as required. Other duties will include, maintenance of office supplies, databases and share drives in addition to overseeing the administering of expenses.

### About You

We are looking for an Events Coordinator who is personable and energetic!

You will have demonstrated experience supporting a senior manager and supervising a small team inclusive of training in department procedures.

You will also have:

- Proven organisation skills and a high attention to detail
- Demonstrated ability to establish and maintain good client relationships
- Excellent communication skills, both written and verbal
- Research skills and the ability to work to specific deadlines
- Knowledge of television production processes is desirable
- Appropriate support and mentoring will be provided to facilitate your success in this role.

For an overview of the role, please refer to the position description on our website: **S 50052713 - Events Coordinator TV Events (002).pdf**

For more information on working at the ABC visit [abc.net.au/careers](http://abc.net.au/careers)

For further information contact Victoria Cook on (02) 8333 4389

Applications Close: 9 February 2018

*Recruitment Agency applications will not be accepted.*

Applications must be submitted via the ABC online portal

**CLICK HERE**