

Pint of Science Australia is run entirely by volunteers. All roles in the organisation are unpaid.

Festival Operations Project Officer

Purpose of the Role

Festival Operations Project Officers are critical to the success of the Local teams in preparation for, and during the delivery of, the annual Pint of Science festival in Australia. The Project Officers are responsible for liaising with City Coordinators and city-based teams to develop and oversee successful in-person science engagement events. This includes assistance with organising events (such as panels or talks), troubleshooting, and supporting the broader Local and Festival Operations teams as required.

Position in the Organisation

Reporting to the Festival Operations Manager, these positions form the Festival Operations team, which falls within the Operations Portfolio of Pint of Science Australia. Festival Operations Project Officers work closely with City Coordinators, and act as a direct conduit between the City Coordinator and the Festival Operations team. Project Officers are expected to attend regular meetings with the Festival Operations team and hold regular progress update meetings with their assigned Cities as well.

Key Responsibilities

1. Demonstrate clear communication, integrity, and accountability, to contribute to a supportive, inclusive, trusting and collaborative team culture.
2. Provide support to the Festival Operations team and the City Coordinators, including troubleshooting issues and liaising with other members of Pint AU as required, to help maintain consistency and momentum in the lead up to, and throughout, the festival.
3. Relay all key information to the Festival Operations Manager (and the Director of Operations, if required) and the relevant City Coordinators to maintain transparency of information across all events.
4. Support the Festival Operations team with administrative tasks as required (such as managing emails, attending meetings and monitoring progress via Teams).

Expected time commitment:

1-5 hours per week during out of Festival season.

5-10 hours per week during Festival season (March to May).

Term:

This position is being filled for one Pint of Science Australia season, until July 2024. This Term may be extended upon mutual agreement between the incumbent and the Pint AU supervisor.

Key Selection Criteria:

1. Knowledge of local event management (such as how to plan, manage and run a talk or panel)
2. Ability to use Microsoft Office and Teams, for team communications (or ability to learn)
3. Ability to communicate and organise effectively
4. Ability to promote a teamwork approach, identify problems, suggest solutions and make improvements to work independently and as part of a team.
5. Knowledge of risks and appropriate planning.
6. Passion for promoting science engagement and advancing the organisation's mission.

Application process:

If you feel you meet the requirements of the role, please apply by sending through your CV and a short covering letter addressing the key selection criteria to Emily Cameron, Festival Operations Manager at operations@pintofscience.com.au by October 1st 2023.