

Position Description

City Coordinator

Local Team – Leadership role

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

Purpose of the Role

The City Coordinator is responsible for driving and delivering the annual Pint of Science Australia festival in their city or town. City Coordinators lead and coordinate a team of local volunteers in their city, including allocating members to roles, supporting them in sourcing venues and speakers, arranging communications and assisting with promotion of their local event with available resources.

Position in the Organisation

Nationally: Each City Coordinator will work with, and be supported by, a member of the Festival Operations Team, throughout the festival to resolve any issues the city team have. Importantly, a Festival Operations Officer will be the City Coordinator's point of contact for communicating the overall national festival timeline and supporting the City Coordinator to ensure milestones are met.

Locally: The City Coordinator is expected to organise and lead team meetings for their allocated city on a regular basis and oversee the work of their Local Teams.

Key Responsibilities

- Drive the event at a local level, by:
 - Providing management, support and oversight to their Local Team, including organising team meetings, allocating local volunteers into roles and liaising with other members of Pint AU to help maintain consistency and momentum for the national festival;
 - Overseeing communication to, and by, their Local Team, including sourcing speakers, working with venues and helping organise local media engagement opportunities (with support from the national team).
 - Relaying all key information to/from the Festival Operations team to the Local Team to maintain transparency of expectations and available resources.
- Build and maintain a supportive, inclusive, respectful, and collaborative team culture, through clear communication, integrity, and accountability, and through developing and fostering the leadership capabilities of team members.

Expected Time Commitment

The City Coordinator role typically requires 1 – 3 hours per week, with an increase to 5 – 10 hours per week during the peak festival season (March – May).

Term

This position is being filled for one Pint of Science Australia season (December of the current year, until end of June the following year). This term may be extended upon mutual agreement between the incumbent and their supervisor.

Key Selection Criteria

Essential
<ul style="list-style-type: none">▪ Event management experience (including planning, managing or running a talk or panel), or willingness to learn.▪ Awareness of potentially suitable venues and sources of speakers in their allocated local city/town.▪ Team leadership or management experience (including selecting and allocating volunteer roles or running meetings) or willingness to learn.▪ Experience engaging with external stakeholders, including through emails▪ Passion for promoting science engagement and advancing the organisation's mission.
Desired
<ul style="list-style-type: none">▪ Ability to use Microsoft Office and Microsoft Teams for team communications

Application Process

If you feel you meet the requirements of the role, please apply by sending through your resume and a cover letter expressing your interest in the role to:

Anna Chruscik

Festival Operations Manager

Operations@pintofscience.com.au

