

Position Description

Festival Operations Officer National Team – Supporting Role

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

Purpose of the Role

Festival Operations Officers are critical connectors between the National and Local teams in preparation for, and during the delivery of, the Pint of Science festival in Australia, held in May each year. Festival Operations Officers are responsible for liaising with, and supporting, City Coordinators and local teams, to develop and deliver successful in-person science engagement events. This includes supporting the organisation of events across the country, troubleshooting, and assisting the broader Local and national Festival Operations teams as required.

Position in the Organisation

Reporting to the Festival Operations Manager, these positions form part of the national Festival Operations team, which falls within the Operations Portfolio of Pint of Science Australia. Officers are assigned to support one or more cities, becoming the primary liaison point between the local and national teams for these cities.

Officers are expected to attend regular meetings with the Festival Operations team and hold regular progress update meetings with their assigned Cities as well, between January and May.

Key Responsibilities

- Provide support to the Festival Operations team and assigned City Coordinators, to maintain a consistent event structure and standard of Pint of Science Festival events (including the quality of the venues, speakers, and event experience) across Australia;
- Maintain clear and regular communication between national and local teams in the lead up to, and throughout, the festival. This includes ensuring that City Coordinators and their local teams:
 - Are aware of, and comply with, relevant Pint of Science AU policies and procedures.
 - Are aware of, and follow, relevant Pint of Science AU guides on the delivery of Pint of Science Festival events.
 - Are aware of, and are progressing and delivering in a timely manner, on their expected tasks.
- Support the Festival Operations team with administrative tasks as required (such as managing emails, attending meetings and monitoring progress via Teams).
- Demonstrate clear communication, integrity, and accountability, to contribute to a supportive, inclusive, respectful and collaborative team culture.

Expected Time Commitment

1-5 hours per week, increasing up to 5-10 hours per week during peak Festival season (January to May).

Term

This position is being filled for one Pint of Science Australia season (July 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

- Knowledge of event management (how to plan, manage, and run a series of talks) and excellent organisational skills, or project management experience.
- Excellent written and verbal communication skills.
- Proficiency (or ability to learn) with Microsoft Office and Teams, for team communications
- Ability to promote a teamwork approach, identify problems, suggest solutions and make improvements to work independently and as part of a team.
- 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 resume and a cover letter addressing the key selection criteria to:

Tim Gibbons

Director of Operations

Operations@pintofscience.com.au

