

JOB DESCRIPTION

Agency	Department of Tourism and Culture	Work Unit	Northern Territory Major Events Company
Job Title	Manager, Medal Ceremonies	Designation	A06
Job Type	Full Time	Duration	21 Jan 2019 – 17 May 2019
Salary	\$88,157-\$98,549	Location	Darwin
Position Number	SUPN RTF	Closing	10 Jan 2019
Contact	Ms Taneille Brann on 08 8946 1419 or taneille.brann@nt.gov.au		
Agency Information	www.nt.gov.au/dcm		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Special Measures	Not applicable to this vacancy.		
Apply Online Link			

Primary Objective:

The Manager, Medal Ceremonies leads the coordination and design of medal ceremonies across 18 sports and 11 venues.

Context Statement:

Northern Territory Major Events Company (NTMEC) deliver the Arafura Games. The delivery of these Games is undertaken in partnership with other event delivery stakeholders, including Government agencies, and requires high-level communication and collaboration skills and the ability to work to immovable deadlines.

Pre-Games, this role will ensure that all functional areas are involved in the planning and efficiently coordinate the timing, infrastructure, volunteers and equipment associated with the medal presentations. At Games-time the Medal Ceremonies Manager will play an essential communication and leadership role for all sports, venues, NTMEC functional areas and external contractors. This position supports the Head, Sports and Venues to ensure government protocol and Games expectations are met for all stakeholders.

Key Duties and Responsibilities:

1. Manage the medal ceremonies program across all sports and venues, including podium allocation, flag requirements, tray bearers, medals, music, volunteers, training, rehearsals and presenters;
2. Develop medal ceremony protocol – flag raising, anthems, medal procession etc.;
3. Work with protocol and Games functional areas to coordinate VIP and sports presenter movements;
4. Assist marketing with preparing and releasing scripts for presenters and VIP's; and
5. Work with sport, venues and workforce to plan for the operational requirements of delivering the ceremonies.

Selection Criteria

Essential:

1. Experience managing ceremonies/awards functions featuring strong protocol requirements.
2. Demonstrated high level leadership skills and experience in leading a team to deliver outcomes.
3. Experience delivering events or similar activities with conflicting priorities, deadlines and fixed resources.
4. Strong interpersonal and communication skills, experience in negotiating and managing intent and expectations with multiple internal and external stakeholders.
5. Demonstrated experience in identifying and mitigating risk, especially in complex environments and involving non-government stakeholders.

Desirable:

1. Experience in a relevant field such as Event Management or Show production
2. Project management qualifications.
3. Experience in Work Health and Safety and its application to the events industry.

Approved: December 2018

Mr Tim Watsford, General Manager, NTMEC