

## Applications now open: O-Week and Friday Night Party Coordinators!

Your ANU Students' Association is looking for two O-Week Coordinators and two Friday Night Party Coordinators to undertake the delivery of a successful O-Week in 2020. O-Week is the largest project ANUSA undertakes each year, and next year's O-Week will be no exception. We are looking for creative, energetic, and experienced applications, who care deeply about student life at the ANU, and who are ready to take on the challenge of these significant projects.

### O-Week Coordinator Role Description

The O-Week Coordinators will work with the Social Officer, Community Life Officer, ANUSA Executive, and ANUSA Staff Members, as well as a team of volunteers, to deliver the largest week of events in the ANU calendar. Subject to their contract, O-Week Coordinators are responsible for the general management, direction, theming, logistics, implementation, and events for the week, and are supported by a large budget.

Successful applicants will be expected to deliver outcomes against a defined set of contract deliverables (including compliance with ANUSA's policies).

### Contract deliverables will include:

- Selecting and developing the theming of the week and submitting it for approval to ANUSA
- Budgeting and planning events throughout the week and submitting the plan and budget for approval to ANUSA
- Liaising with the ANU (ANU Security, Facilities & Services etc.) to enable the smooth delivery of O-Week
- Working with Departments, Academic Colleges, Residential Halls & Colleges, and Clubs & Societies
- Ensuring O-Week is delivered within the approved budget
- Identifying (where relevant) potential suppliers of items/services needed for O-Week in accordance with the ANU procurement policy, and submitting them to the ANUSA Executive/staff for approval ensuring sufficient lead time for negotiation and decision making
- Managing a large number of volunteers
- Working with the ANUSA Communications Officer on O-Week advertising, marketing, and social media
- General administrative tasks
- Risk management (including health and safety, financial probity, and development and management of risk assessment management plans)



## Australian National University Students' Association (ANUSA)

Level 2, Di Riddell Student Centre, University Avenue,  
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- Ensuring compliance with applicable laws and regulations including the Liquor Act and the ACT Liquor Statute
- Working alongside the Friday Night Party Coordinators
- Ensuring compliance with ANUSA's policies in the delivery of O-Week

The 2020 ANUSA Executive is particularly interested in finding O-Week Coordinators who have experience in events management, working in teams and working towards delivering goals and meeting deadlines, as well as unique creative flair. ANUSA O-Week events need to cater to a diverse range of students, and as such, we encourage applicants from a diverse range of backgrounds: residential, non-residential, international, indigenous etc.

ANUSA will ensure that O-Week Coordinators are fully briefed to ensure the proper delivery of O-Week. This includes:

- Briefings on ANUSA and wider ANU policy
- Briefings with the ANUSA Lawyers (i.e., contracts, Liquor Statute)
- Briefings with the ANUSA Financial Controller regarding procurement and financial probity
- Briefings with ANU Facilities & Services
- WHS Briefing
- Fraud training
- Accessibility training
- First Aid

The contract deliverables of the role will fall due over November, December, January, February, and March. Availability during these periods will be essential, as well as the entirety of O-Week (17<sup>th</sup>-21<sup>st</sup> of February 2020).

The role offers valuable opportunities for successful applicants to develop skills and experience in areas such as leadership, project and risk management, budgeting, marketing, and communication.

Please declare any potential conflicts of interest in the application process.

### O-Week Coordinator Contract

O-Week coordinators operate with a degree of autonomy against contract deliverables and agree to sign a contract with ANUSA for the successful delivery of O-Week. Successful applicants will be engaged as casual staff and subject to ANUSA acceptance of key deliverables.

Coordinators will be paid **\$37.71/hr**. Hours will vary according to project needs, but will require substantial availability particularly as O-Week nears.

## **Friday Night Party Coordinator Role Description**

The two Friday Night Party Coordinators will work with the Social Officer, Community Life Officer, ANUSA Executive, and ANUSA Staff Members, to manage the organisation and execution of the Friday Night Party. The Friday Night Party is a large scale concert held over the Friday afternoon and evening of O-Week, and often features internationally renowned musical acts. It has traditionally been a ticketed event with a large budget.

### **Contract deliverables will include:**

- Identifying potential bands/acts for the event and recommending them to the ANUSA Executive for approval
- Planning event layout, aesthetics, decorations, and design
- Identifying potential suppliers of items and services needed for the Friday Night Party in accordance with ANUSA's policies, and submitting them to the ANUSA Executive/staff for approval, ensuring sufficient lead time for negotiation and decision making
- Managing venue and set up and pack down
- Ensuring proper planning for health and safety of attendees at the Friday Night Party, including site layout and development and implementation of a comprehensive risk assessment management plan
- Ensuring compliance with ANUSA's policies and any applicable laws and regulations, including the Liquor Act and the ACT Liquor Statute
- Liaison with volunteers
- Coordinating with security, catering, communication, volunteers, risk management, waste management, first aid, and other logistical and technical aspect of the event to ensure the delivery of a successful Friday Night Party.

Friday Night Party Coordinators will receive similar briefings to the O-Week Coordinators, and will work in liaison with the 2020 ANUSA Executive and Staff.

The contract deliverables of the role will fall due over November, December, January, February, and March. Availability during these periods will be essential, as well as the entirety of the 21<sup>st</sup> of February 2020.

This role will offer fantastic experience for those interested in music, concerts, and events management.

### **Friday Night Party Coordinator Contract**

Friday Night Party coordinators operate with a degree of autonomy against contract deliverables and agree to sign a contract with ANUSA for the successful delivery of Friday Night Party. Successful applicants will be engaged as casual staff and subject to ANUSA acceptance of contract deliverables at the required delivery dates.



Coordinators will be paid **\$37.71/hr**. Hours will vary according to project needs, but will require substantial availability particularly as O-Week nears.

## Application Process

Please specify which position you are applying for in your application. You are more than welcome to apply for both!

Applications will close on **Friday 11<sup>th</sup> October at 11:59PM**. Late applications will not be considered.

Short-listed applicants will be contacted for interviews shortly after the application deadline. Interview will be conducted by an interview panel consisting of ANUSA student representatives and staff.

## Application Content

Your application should consist of;

- A cover letter of no more than two pages outlining:
  - A. Suitability for the role by addressing the selection criteria below
  - B. Relevant experience in leadership and event management
  - C. Visions and ideas for O-Week / Friday Night Party
- A resume of no more than two pages

Send your application to [sa.admin@anu.edu.au](mailto:sa.admin@anu.edu.au) with the subject line "O-Week / Friday Night Party Coordinator Application."

## Selection Criteria

### Essential Criteria

- Availability from November 2019 to March 2020, with capacity to deliver against contract requirements within contract due dates
- Demonstrated experience and ability in event planning, organisation, management, and marketing
- Ability to work effectively in a team as a strong and valuable contributor
- Ability to work well in high pressure situations and to meet deadlines
- Ability to take initiative with minimal supervision
- Ability to work with people from diverse backgrounds
- Strong written and verbal communication skills
- Empathy with students as a client group and with the aims of a student-led member organisation



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**Desirable Additional Criteria**

- Ability to develop a budget and monitor expenditure
- Ability to develop risk assessment management plans
- Strong creative ideas for the planning of O-Week or Friday Night Party
- Experience working with ANUSA Departments, Academic Colleges, Clubs & Societies, and/or Residential Halls
- Working knowledge of ANUSA and its operations
- Demonstrated proficiency in Microsoft Office programs such as Word, Excel, and Outlook
- Awareness of ANU's functions and risk management procedures