

Job Title	Program Officer	Location	Melbourne
Reports To	Director, Programs	Type	Full-time

Overview of the Position

Asia Society Australia seeks a highly motivated Program Officer who will lead the delivery of our world-class programs in Melbourne. You will be responsible for the management and delivery of Asia Society Australia's major events and conferences, as well as leading on our Melbourne-based fellow program.

This critical role liaises with key businesses, diplomats, and policy makers at the forefront of Australia's relationship with Asia. We seek a highly organised and methodical professional who has an eye for detail and a passion for international affairs. You have experience in the full life cycle of event and conference management and can work independently and in tandem with a friendly and dynamic national team.

This role is suited to an early career professional, looking to take on greater responsibility and the next step in their career in international relations.

Key Duties

- Manage the delivery and implementation of VIC-based member briefings and conferences, overseeing event execution utilising best practice process and with an emphasis on excellence and precision. This includes:
 - Writing program briefs and conducting relevant content and speaker research
 - Speaker invitation and liaison
 - Contractor liaison including venue hire, catering and external AV needs
 - Event system management, including Zkipster, Salesforce, Canva, Zoom and Microsoft Teams
 - Delivery of hybrid programming and relevant digital event software
 - Communications tasks related to programming including website event listings and social media in consultation with the Communications team
 - Correspondence and diary management
- Manage visit schedules of international guests including the coordination of travel, accommodation and meetings
- Develop and oversee management of project budgets
- Work with Director of Programs to curate programs on Asia and Australia-Asia relations
- Stakeholder liaison including member relationships, partners, fellows, contractors (including venue staff)

- Work collaboratively with the wider Asia Society team to deliver seamless service and the best engagement experience for members and supporters.
- Other duties as required by the organisation.

Salary

Salary for this position is between \$70,000 and \$75,000 + super and will be determined by the successful candidate's skills and experience.

Selection Criteria	Essential	Desirable
Qualifications		
Bachelor's degree or higher in Arts, Communications, International Studies, Event Management or related field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eligibility and right to work in Australia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience		
2-4 years of relevant work experience in event and program management in a corporate, academic or not-for-profit setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven experience in delivering complex major events and conferences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Established network of contacts in international relations across the fields of business, government, civil society and youth sectors in Australia.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge		
Proven ability to manage, coordinate and execute projects and events from start to finish	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent relationship management skills with strong ability to interact with public and senior business, government and cultural stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Impeccable time management skills with the ability to juggle multiple projects, work independently and prioritise tasks efficiently	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent attention to detail and accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong communication skills, both written and verbal, with experience delivering digital communication campaigns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interest and/or work experience in Asia, ideally demonstrating some general knowledge on Asia / international relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong project management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IT and System Skills		
Proficient in Microsoft Office Suite	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Event management and invitation systems, such as Zkipster and Autopilot	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hybrid event technology and software	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Relationship Manager (CRM) Systems (Salesforce)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social media platform management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other		
Ability to work in a small, productive team with tight timelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work independently on multiple projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to travel interstate when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work before/after standard business hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To Apply

Position Enquiries:

James Scullin – Director, Programs - jscullin@asiasociety.org

How to apply:

1. Please e-mail your CV and a cover letter addressing the selection criteria in one Word or PDF document to HR_Aus@asiasociety.org by **COB Friday, February 10th**
2. Please indicate the job title in the subject line.