

Job Title	Program Officer	Location	Melbourne
Reports To	Associate Director, Operations	Type	Full-time
Overview of the Position			
<p><i>The Program Officer is responsible for the planning, delivery and communication of Asia Society Australia's member events and public programs.</i></p>			
Key Duties			
<ul style="list-style-type: none"> • Collaborate with the Associate Director of Programs to create, plan and execute innovative events on Asia and Australia-Asia relations. • Initiate and develop themes, topics, and calendar for both public and member-only programs. • Manage program logistics, including tracking speaker invitations and other correspondence, guest invitations, coordinating travel, liaising with hosting partners and venue, catering, A/V needs, and assessing on-site needs • Coordinating bespoke breakfast and dinner events (out of hours) as and when required • Managing and responding to all event related general enquiries in a timely fashion, assisting with registrations, ensuring delegate lists are kept up to date • Assisting with the marketing and communication strategy for events, including ensuring attendance numbers are on target • Coordinating with the Content Team, to deliver post-event content, including event recaps, videos, photos in a timely manner • Coordinating post event stakeholder engagement including data entry and analysis, producing reports for sponsors, thank you letters, and other follow-up tasks • Develop and manage program budgets • Work collaboratively with the CEO, Board, Advisory Council and Asia Society Australia team to deliver the best and seamless service and engagement experience for members and supporters • Work collaborative with Asia Society's global development, marketing and communications teams to leverage Asia Society's global brand, programming and network. • Other duties as required by the Organisation 			

Selection Criteria	Essential	Desirable
Qualifications		
Bachelor's degree or higher in Arts, Communications or International Studies, Event Management or related field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience		
1-3 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"/>
Knowledge		
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 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"/>
Involvement in developing and securing program partnerships and sponsorship	<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"/>
Computer Skills		
Proficient in Microsoft Office Suite	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adobe InDesign, Photoshop or Illustrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Event Management / Social Media Platforms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Relationship Manager (CRM) Systems	<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 travel interstate and overseas 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		
<p>Position Enquiries: Jette Radley - Associate Director, Programs</p> <p>How to apply:</p> <ol style="list-style-type: none"> Please e-mail your CV and a cover letter addressing the selection criteria in <u>one</u> Word or PDF document to HR_AUS@asiasociety.org by COB 31 January 2019 Please indicate the job title in the subject line. 		