



POSITION TITLE:	Events Producer
EMPLOYMENT:	Full-time, (38 hrs/week), 12-month contract
LOCATION:	Melbourne, Victoria
REPORTS TO:	Operations Manager

POSITION DESCRIPTION

BioMelbourne Network is Victoria's for-purpose membership organisation that seeks to foster and grow an innovative, globally-competitive healthtech industry. We have been committed to our members and our industry by creating an environment for greater collaboration and prosperity for over 20 years.

The Events Producer will be the architect of impactful experiences, researching the people and companies leading life-enhancing and life-changing technologies and orchestrating individual event details to transform visions into reality as we build sector capabilities and connect thought leaders. Our ideal maestro will play a pivotal role in conceptualising, planning, and executing a diverse range of events, including roundtables, networking, fora and workshops that are delivered in-person, and via webinars or hybrid formats.

This position is ideal for a creative and organised individual who thrives in a dynamic environment and enjoys bringing people together to share knowledge and build networks. This role includes flexible working arrangements, with our office based in the CBD.

KEY RESPONSIBILITY AREAS

End to end event production:

- Develop and schedule innovative event concepts, including the development of themes, content, and identifying and securing speakers.
- Collaborate with internal and external stakeholders to align ideas and content with broader strategic goals.
- Identify and secure sponsorship opportunities to support event funding when required.
- Create and manage event budgets for cost-effective operations.
- Work with the Event Coordinator to ensure smooth delivery of the events program, on budget and on time.
- Liaise with event speakers, hosts, sponsors, partners, vendors, and suppliers.
- Collaborate with a cross-functional team within BioMelbourne Network.
- Coordinate with the communications team to develop marketing and communication materials, pre-event confirmations, post-event follow-ups, and surveys.
- Review and edit recordings as required.
- Prepare post-event reports as required.
- Work with the full BioMelbourne Network team to ensure efficient and effective event delivery processes.

GENERAL RESPONSIBILITIES

- Provide quality service and responsiveness to members and sponsors.
- Build relationships with peers in member, partner, and stakeholder organisations.
- Actively participate in company meetings and events as required.
- Demonstrate professional behaviour and a strong work ethic.
- Promote teamwork, integrity, honesty, initiative, and loyalty, and contribute to the positive, supportive and learning workplace culture.
- Maintain the CRM database, ensuring all relevant information is current and accurate.
- Engage in and support continuous improvement across all operational functions and processes.
- Ensure all tasks are completed in a timely manner and updated in the project management software, meeting or exceeding quality standards.
- Uphold the organisation's reputation through the delivery of high-calibre events and effective stakeholder engagement.
- Manage relationships with all stakeholders, including the Board of Directors, State Government of Victoria, event sponsors and partners, vendors and suppliers, and the wider sector community effectively.

QUALIFICATIONS AND BACKGROUND

Requirements | Operational and Technical Skills

- Proven experience in creating, coordinating and delivering high-calibre events.
- Experience in budget creation, management and cost control.
- Demonstrated ability to secure sponsorship.
- Background or qualifications in health technology or related field.
- Strong written and verbal skills, with ability to support and refine marketing requirements.
- Understanding of wide-ranging AV and live streaming requirements is advantageous.
- Proficient in the use of Microsoft Office Suite.
- Proven experience in the use of events and administrative software platforms, such as Zoom, CRMs, databases, survey and reporting software.
- Experience in the use of Zoho Platform, Zoom Meetings and Webinar Pro, Zapier is advantageous.

Requirements | Soft Skills

- Strong interpersonal skills, with the ability to collaborate effectively with a cross-functional team.
- Excellent organisational, administrative, time management, and problem-solving skills.
- Strong communication and negotiation skills, with the ability to effectively communicate with key stakeholders.
- Ability to work under pressure in a dynamic, fast-paced environment.
- Ability to coordinate multiple events simultaneously with competing deadlines.
- Exceptional attention to detail.

Education/Experience

- Tertiary qualification in event management or related field.
- 2-4 years equivalent experience in similar role.