Job Opportunity – Mt Hawthorn Community Fair Co-ordinator (paid position)

Term: Short Term Contract from appointment until the final post fair review.

Start Date:  Beginning in term 1, 2015 – ideally by end February 2015.

Role Responsibilities:
- Read, review and understand objectives of previous operations plan;
- Agree a theme, project strategy and identify milestone dates and resource requirements;
- Build a fair budget in consultations with the Hon Treasurer;
- Construct and review a project timeline to achieve objectives by the determined Fair event date;
- Motivate, co-ordinate and supervise all fair sub committees;
- Establish operating guidelines for fundraising stalls;
- Assist in gaining fair sponsorship (primary role lies with sponsorship sub committee);
- Provide input into fair logistics (facilitated by fair logistics volunteer);
- Work with teachers in defining performances and interactive opportunities for student participation;
- Construct the event timetable including fair performances areas, set and breakdown logistics;
- Facilitate the fair newsletters and other ongoing communication;
- Liaise with the school Principal and teaching staff and Schools Board;
- Report back to the P&C on a regular basis;
- Coordination of Event Management Plan, including Risk Management.

Experience and competencies required:
- Relevant experience in co-ordinating major events;
- Excellent organisational skills;
- Ability to motivate large groups of volunteers;
- Demonstrated team leadership skills;
- Effective communication and liaison skills.

Reporting to:
- The P&C Executive Committee, primarily the P&C President;

How to apply:
Please submit expressions of interest to the P&C President via email mthawthornps@gmail.com. Initial enquiries phone Alex Castle on 0401-549051 or come to our information evening on Monday February 9 at 7.00pm.

Works for scope of services:
Coordinate the organisation and running of the Mt Hawthorn Primary School Fair 2015 (the “Fair”). Encompassing, but not limited to, the following activities:
- Orchestrating a theme for the Fair to the P&C Executive Committee for its endorsement and approval;
- Coordinate the assignment of stalls and/or activities to School classes and/or years, as appropriate;
- Invite and coordinate sponsorship of the Fair or any part of it;
- Coordinate any licences or permits in accordance with Legislative Requirements;
- Regularly, but not less frequently than at each meeting of the P&C Executive Committee or as otherwise directed by the P&C Executive Committee, update the P&C Executive Committee on the progress of the preparations for the Fair; and
- Providing the Services on time and within the budget provided by the P&C Executive Committee.

Remuneration:
The P&C have a forecast a limited fixed sum budget of $5,000 paid in four agreed instalments to aid the role in undertaking these fundraising duties.