



POSITION DESCRIPTION – EVENTS OFFICER

The Events Officer is an important supporting role in delivering the activities and goals of Oral History NSW, which includes providing training and professional development opportunities to its members in NSW and the ACT.

The key responsibilities of this position are organising and assisting at online and in-person training events and seminars conducted by Oral History NSW. These events include the *Introduction to Oral History* seminar, *Capturing Memories* introductory workshop, and our advanced *Mastering the Recording* workshop.

There are two Events Officer positions based in Sydney. An extended description of the duties is found on page 2 of this document.

Responsibilities:

- Organise and confirm details (venue, date, time, fees, presenters, catering) for Oral History NSW training events and seminars, including commissioned events
- Assist at in-person Sydney based events
- Assist with online training events and seminars (Zoom)

Essential skills:

- Strong attention to detail and planning skills
- Good written and verbal communication skills
- Comfortable using Zoom
- Available to assist at in-person and online events (weekend)

If you are interested in joining the committee and supporting the activities of Oral History NSW in this position, please contact president@oralhistorynsw.org.au by **31 August 2021**.

Your email should include:

- The position title as the subject heading
- A brief statement addressing your capacity to meet the responsibilities and required skills of the position, and why you would like to join the Committee
- Information about yourself including your interest and experience in oral history, and if you are a member of Oral History NSW
- Your contact details (email and mobile). This role is based in Sydney.

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ORAL HISTORY NSW EVENTS

Oral History NSW runs in-person training events throughout the year, including the *Introduction to Oral History* seminar, *Capturing Memories* workshop, and *Mastering the Recording* workshop. One Events Officer is required to assist in-person at Sydney based events, usually on a Saturday. They will receive an honorarium for assisting in person.

Duties

- Venue hire
- Confirming presenter/s and fees
- Organising morning/afternoon tea (costs reimbursed)
- Assisting on the day: room/venue set up if appropriate, taking registrations, brief introduction of workshop and presenters, pack up at conclusion of event

COMMISSIONED TRAINING EVENTS / SEMINARS

Organisations across NSW and the ACT (including local history groups, libraries, business, and community groups) occasionally request private training sessions led by Oral History NSW presenters. The commissioning organisation provides the venue and organises any catering. Details regarding costs, fees and presenters is handled by the Events Officer. These events do not require an Events Officer to assist on the day.

Duties

- Taking requests from organisation wanting to hold Oral History training sessions
- Confirming dates, locations, and training requirements for event
- Liaising with trainers (via email/phone) for availability
- Negotiating Oral History NSW rates and fees for trainers (including travel)
- Managing admin relating to the session: answering emails, date changes, resolving any questions from organisation.

ONLINE EVENTS

Oral History NSW offers online events and seminars via Zoom including *Introduction to Oral History* Seminar (2 hour), and the *Capturing Memories* workshop. One Events Officer is required to manage the Zoom event on the day.

Duties

- Confirm presenters (including fees) and date of online event
- Send emails to registered participants with Zoom invite and any other relevant information they might need prior
- Introduce the presenter/session, explain online housekeeping (cameras, microphones on mute, use chat function to ask questions or the hand symbol)
- Answer basic enquiries via chat so presenter can focus on the session
- Technical questions via Zoom – troubleshooting
- Wrap up online event and thank participants and presenters