



POSITION DESCRIPTION – EVENTS OFFICER

The Events Officer is an important part of the Committee and contributes to delivering the essential 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 Advanced workshop.

The Events Officer position is based in Sydney and works closely with other members of the Committee. An extended description of the typical 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
- 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 (weekends)

If you are interested in joining the Committee and supporting the activities of Oral History NSW or would like to discuss this role further, please contact president@oralhistorynsw.org.au by **30 June 2021**.

Your email should include:

- Information about yourself including your interest and experience in oral history, and if you are a member of Oral History NSW
- 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
- 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 our popular *Introduction to Oral History* seminar (2 hours), *Capturing Memories* workshop (full day) and Advanced workshops. The Events Officer is entitled to an honorarium for assisting at full-day events in-person.

Duties

- Pre-event admin: confirm presenter/s, fees, and venue hire
- 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

ONLINE EVENTS

Oral History NSW offers online events and seminars via Zoom including *Introduction to Oral History Seminar* (2 hour), *Capturing Memories* workshop (full day). One Events Officer is required to manage the Zoom event on the day. The Events Officer is entitled to an honorarium for assisting at full-day online events.

Duties

- Pre-event admin: email event invites to registered participants with Zoom link, workshop notes and schedule
- Introduce the presenter/session, explain online housekeeping
- 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
- Post-event admin: send thank you email with slides and survey link to participants.