

## Events Coordinator

### Objective

To plan and organise events that promote the Toy Library and that generate membership recruitment. This role requires working closely with several other key people on the Committee including marketing manager, communications, and grants officer and the toy librarian.

There are two events that are suited to KTL; World Play day and Children's week. New event ideas are always welcome and encouraged.

### Key tasks & responsibilities

- Plan events following a timeline.
- Write permit applications (as required) to obtain permission to use locations and facilities.
- Submit event notifications to Toy Libraries Australia as necessary.
- Ensure events run to budget.
- In partnership with marketing and communications organise publicity.
- Ensure workplace health and safety requirements are adhered to at the event.
- Create a running sheet for the event.
- Organise set up & pack down requirements for the event.
- Present an evaluation of the event to the Committee, including suggested improvements.
- In partnership with the toy librarian coordinate volunteers.
- Provide a short progress update for the monthly committee meeting.
- Attend committee meetings when required, however welcome to attend monthly meetings.

### Documentation/Items

Events folder in Drive  
Event timeline template  
Events@ email

### Contact Person For

Events

### Member of General Committee

### Desirable Skills

- Organisational skills
- Time management skills and able to work to deadlines

- Good communicator and enjoy working with others
- Events experience