



The Kununurra Agricultural Society offer flexible working hours and at least award wages. This position will be casual and fixed-term from late April 2021 to mid-July 2021. Hours will build from a low base (around a day a week) in April through until the end of June (20 hours/week) until the Ag Show (full days Friday and Saturday), finishing off with around 20 hours for the post-show week.

We are a child-friendly employer whose mission is: to promote the best interests and development of agricultural, horticultural and pastoral industries through an annual agricultural show and other activities as necessary.

## **Showtime Society Support Officer**

### **Job Description**

#### **Role & Responsibilities**

As the Showtime Society Support Officer it is expected that you will:

- Provide administrative support to the KAS committee and other support officer in order to ensure the smooth and effective running of the Agricultural show;
- Provide assistance to various KAS committee members to their respective areas of responsibilities. Each section coordinator is responsible for their section and it is up to them to maintain communication with you to be clear of what they require you to do.
- Sponsorship co-ordination for the annual Kununurra Agricultural Show and other events or activities as directed by the committee.

Duties you will assist committee members with or be responsible for:

#### **Showtime office management:**

Go-to person for a million questions. Show days will be full days;

#### **Volunteer management;**

Assistance with volunteer labour allocation and logistics;

#### **Sites:**

Assist with confirming sites/ update site spreadsheet/manage sponsors sites/ prepare updates for other bookkeeper for invoicing;

#### **Entertainment:**

Assist the Entertainment coordinator to manage entertainment for the Show as required;

#### **Publicity:**

Assist the Advertising coordinators and other support officer to manage, proof and coordinate approvals and distribution of material related to publicity for the show as required;

Pavilions:

Ensure all requirements for the pavilions are organised for the show as required; assist coordinators to seek prize donors and ensure all prizes are sourced and allocated as required;

Tenders:

Liaison with successful tenderers for show tasks; source and coordinate labour to fill gaps.

Grants and acquittals:

Coordinate evidence recording required for show grant acquittals.

Event licensing:

Assist with the preparation and submission of licensing forms as required; and

Other:

Provide assistance in other areas as required by the committee if required.

**Essential Skills**

As the Showtime Society Support Officer it is expected that you will have the following skills:

- Comprehensive knowledge of windows based software, including Word, excel, publisher.
- Well developed time management, organization and administrative skills;
- Highly developed written and verbal communication skills;
- Well-developed public relations skills;
- Ability to work autonomously;
- Ability to manage competing priorities, multiple tasks and meet deadlines;
- Experience with event licensing applications; and
- Experience in liaison with individuals and community groups

**Desirable Skills**

Previous experience in the Agricultural or pastoral industry and/or local knowledge about community clubs, events and sporting activities in the East Kimberley community will be looked upon favourably, especially if previously involved in the organisation of community activities and events.