



G'DAY USA

Title: Production Manager

Reports to: G'Day USA Program Director

G'Day USA is Australia's premier public and economic diplomacy program in the United States. Over a decade of success has built G'Day USA into the leading brand for Australian engagement in the US. G'Day USA is a program of events designed to bring together industry leaders and key influencers in government, business, tourism and the arts to continue to build and enhance the relationship between Australia and the US. The program is designed, managed and produced by the Australian Federal Government and Qantas Airways.

Summary of Responsibilities

Reporting to the G'DAY USA Program Director the Production Manager will manage the planning and execution of all events directly produced and managed by the G'DAY USA Committee including but not limited to:

- Los Angeles Sponsor and Partners Reception
- Los Angeles Gala Dinner
- Los Angeles and San Francisco Food and Wine Events
- Policy Events
- Other events to be finalized by the Committee

The role will also be responsible for assisting in the event development and will provide administrative support for all aspects of the program. The position along with the Program Director will develop and manage budgets and production timelines and will work closely with the Australian Government and its G'DAY USA partners to ensure successful outcomes for sponsors and stakeholders.

The ability to effectively communicate and work collaboratively as part of a team is crucial to the success of the position. The Production Manager will also have an integral role in supporting the sponsorship efforts. They will work closely with a range of consultants and will provide the necessary marketing materials as well as ensure a timely execution of all contracts and or sponsorship agreements. This position will also be responsible for ensuring that sponsorship benefits are delivered efficiently and accurately. The Production Manager will be involved in the management of the G'Day USA website and maintaining up to date and current information about the program. Multi-tasking with limited resources is a necessary skill for success in this position. Some graphic design skills and ability to work with InDesign a plus.

The Production Manager's relationship to G'Day USA shall be solely that of an independent contractor. Applicants will be required to be self-employed (a sole proprietor) or have their own company.

Duties and Responsibilities

- In support of the Program Director, the Australian Consul-General and the G'Day USA Steering Committee, develop a broad program of events that elevate the brand and the relevance of the Australia -US bilateral relationship
- Manage the planning and execution of all events such as galas, policy events, panel discussions, receptions, conferences and seminars
- Manage sponsorship fulfilment
- Maintain the scheduling and calendaring of all projects from initial concept through completion
- Day to day coordination of all vendors, including venues and hotel bookings
- Update, manage and maintain information on the G'Day USA website including social media networking sites such as Facebook, Twitter and Instagram
- Assist with the completion of necessary reports as requested
- Attend and participate in Committee meetings and take and transcribe minutes
- Oversee the sponsorship database
- Coordination of signage and invitation production
- Coordinate travel and hotel accommodations for program participants as agreed by the Committee
- Processing of all invoices, contracts and follow up on accounts receivable and payable
- Monitor status of projects and events as to timelines, production schedules, budgets, scope, updates and production meetings; adjust as necessary to keep on time and on budget and within the creative target
- Manage and maintain relationships with program stakeholders and partners
- The Production Manager will work in the G'Day USA production office in Century City
- The Production Manager's relationship to G'Day USA shall be solely that of an independent contractor.

Experience Required

- Minimum of 5 years of progressive event production management experience in live events, marketing and promotions
- Proven experience as a producer, project and or program manager in a marketing environment with a track record of producing innovative experiences with high production values
- Experience with various project types, including large events, conferences and or panel events, and receptions

Other Requirements

- Strong cross functional skills; must work well within a collaborative team oriented environment
- Demonstrated written and oral communication skills
- Ability to establish relationships, trust and credibility and follow through on deliverables
- Ability to think conceptually and creatively as part of a team and or independently
- Aptitude for creative collaboration and partnering
- Exceptional communication skills
- Strong knowledge of budgeting and financial record keeping
- Available to work weekends and nights as required
- Bachelors degree or equivalent experience preferred
- Ability to effectively use computer applications such as spreadsheets, word processing and presentation software, proficiency with Microsoft Office products, proficiency with InDesign a plus.

Fee for service

Payment will be between USD \$6,000 and \$6,500 per month, determined commensurate with experience. The position is full-time and will be offered on a one year independent contract basis.

Position specific requirements

All applicants will need to be either US citizens or will need to possess current and valid permits to live and work in the USA – i.e. US Green Card or visa. The applicant must also possess a valid US driver's license with no encumbered driving records.

Office location

The Australian Consulate General, Los Angeles is located at 2029 Century Park East, Suite 3150, Los Angeles, CA 90067. Parking will be provided for the successful candidate's personal motor vehicle.

How to apply

Your submission should include:

1. Statement of Experience

The statement of experience describes why you believe that you are suitable for the role and should not exceed one (1) pages. **The Statement of Experience is the centre piece of your submission** and should be presented in a concise and focussed manner. In preparing your statement of claims, you should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcomes.

2. Employment & Qualification Background

Please submit a resume with your submission.

3. Provide contacts for two referees

You need to provide contact details (in the format below) for two referees who are familiar with your professional and personal skills and competence. The first referees must be your current or most recent supervisor. If you are selected for an interview, we will contact your referees. You may be required to arrange written referee reports.

Name and surname of Referee:	Relation to Applicant (employer/supervisor etc):
Occupation (Position and company):	Preferred hours to contact:
Email and Phone contact details:	

Submissions must include a statement of claims, CV and contact details for two referees.

Your emailed application should be submitted via email to Recruitment.Losangeles@dfat.gov.au only by COB Thursday 27 April 2017