



Murrumbateman Community Association trading as  
Murrumbateman Field Days

ABN:71 920 635 074

19 East St.,

Murrumbateman NSW 2582

Ph: 62275895

## **NEW POSITION**

### **PROMOTIONS AND OFFICE SUPPORT – MURRUMBATEMAN FIELD DAYS**

Murrumbateman Field Days is looking for an enthusiastic, friendly, community minded team member to take on the role of Promotions and Office Support with a focus on boosting awareness of the benefits and value of attending our event for exhibitors and visitors alike.

Wages and conditions for the Field Days Promotions and Office Support are determined in accordance with the Clerks Private Sector Award 2010 (Award), as amended.

The position is classified as Casual employment according to Clause 12, Casual Employment and attracts the loading specified in this Clause.

The position is classified at Level 5 and paid as a casual employee according to the provisions of Clause 16, Minimum Weekly Wage. Average working hours.

- 12 hours per week from February to August
- 18 hours per week for September
- 40 hours per week in October (including Saturday/Sunday over Field Days weekend)
- 12 hours per week in November
- Location: Murrumbateman Field Days office, Murrumbateman Recreation Grounds

Experience in promotions/public relations/advertising/events would be desirable but training can be provided.

For full details please contact:

Mr Tom White - Manager  
Murrumbateman Field Days  
19 East Street,  
Murrumbateman. NSW 2582  
Email: [manager@mfdays.com](mailto:manager@mfdays.com)  
Phone: 0407 502237  
Website: [www.mfdays.com](http://www.mfdays.com)

**Murrumbateman Field Days is a vital part of a charitable organisation raising funds for the Community.**

## **RESPONSIBILITIES**

The Promotions and Office Support position will work directly with the Field Days Manager and Events Manager and will be responsible for the development and implementation of the advertising, promotions and communications plan and admin support for Murrumbateman Field Days.

## **DUTIES**

1. Develop and execute an annual Marketing and Promotion Plan (MPP) in consultation with the Field Days Manager within the constraints of an approved budget.
2. Manage website content.
3. Create event prospectus.
4. Create/manage social media content and timing.
5. Work with sponsorship coordinator to manage sponsor expectations.
6. Manage/create event guide.
7. Back-up Field Days Events Administrator.
8. Maintain healthy, respectful relationships and communication with members of the public, all employees, exhibitors and MCA Executive.
9. Maintain and adhere to WH&S standards.

## **SELECTION CRITERIA**

1. A motivated individual with a can-do attitude, showing excellent multitasking capability and time management skills.
2. Ability to work as part of a team and autonomously.
3. Exceptional interpersonal skills and the ability to work with various stakeholders including the general public.
4. A respect for local community organisations and an acceptance of their role within the Murrumbateman Field Days.
5. Integrity of high order and the capacity to work within a sound governance framework.
6. Experience/knowledge of graphic design would be welcomed but not essential.
7. Experience/knowledge of Murrumbateman Field Days as an exhibitor, volunteer or visitor would be an advantage.
8. Prior experience in promoting events would be an advantage but training can be provided.
9. A capacity to accept a significant increase in working hours in September/October including the weekend of the event.

## WHAT WE CAN GIVE YOU

- Inclusion in the largest local event of the year, with a 45 year history, that uniquely encompasses the rural lifestyle of our local town.
  - An opportunity to gain experience in event management.
  - The real chance to boost our local community groups by contributing to the success of the event.
  - To be part of an inclusive, collaborative, and energetic team where you will have the opportunity to contribute to the success of the event.
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