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POSITION DESCRIPTION

Program Curator

Faculty/Division	Division of Soc Imp, Eq & Eng
Classification Level	Professional 9
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	Click or tap here to enter text.
Shiftwork status	NOT SHIFTWORKER
Allowances	NA
On call arrangements	NA
Original document creation	Click or tap to enter a date.

Position Summary

The UNSW Division of Societal Impact, Equity and Engagement (DSIEE) leads UNSW's efforts to make a positive and lasting impact on society, promoting equity and social justice, and driving engagement activities which enhance UNSW's reputation as a key contributor to society through its research, teaching, and community engagement.

The Program Curator will work across the University's internal and external event program, with a particular focus on UNSW's prestigious and leading thought-leadership platform, the Centre for Ideas, as well as other major external events. This includes public lectures, panel discussions, event partnerships and other key public events and digital projects. The role will be responsible for maintaining an engaged network of internal and external contacts which will help to maximise the opportunities and profile of the Centre for Ideas and other UNSW event platforms.

The role is responsible for devising, planning, developing and implementing a program of events and any associated partnerships and projects. In addition, the role holder will work with colleagues to monitor, evaluate and report on these activities, ensuring efforts are focused on delivering agreed strategic priorities. In collaboration with the Director of Strategic Events and Senior Manager, Event Programs, the Program Curator will identify global and local thought-provoking matters that could be showcased at UNSW.

The Program Curator reports to the Senior Manager, Event Programs with a dotted line report to the Director of Strategic Events. The role will have lead management responsibility of working groups, depending on the event or initiative.

Accountabilities

Specific accountabilities for this role include:

- Work closely with the Director of Strategic Events and other stakeholders to develop and drive the program of events, initiatives and digital projects for the Centre for Ideas and other major UNSW events.
- Develop creative and innovative approaches to event programs and initiatives, aligning with UNSW's overall strategic objectives, and creating stand-out experiences.
- Devise and implement systems and procedures for the Strategic Events department to ensure high quality event presentation, consistency and effective use of resources.
- Maintain internal and external networks to keep abreast of national and global noteworthy speakers and contemporary practices and trends.
- Devise and implement effective systems of reporting and evaluation for all events that reflect strategic and operational goals, ensuring agreed objectives will be met.
- Scope, cost, budget and manage major events at internal and external venues including engagement of external suppliers and contractors as required.
- Work collaboratively with the Director of Strategic Events, UNSW academics and other senior stakeholders to identify and develop events and initiatives which align with UNSW's strategic objectives
- Provide coaching and input on content to UNSW academics and other speakers, as required.
- Work with the Director of Strategic Events, Senior Manager Event Programs, Senior Manager Venue Services, Finance and other relevant staff to allocate and manage financial resources and implement effective data collection and reporting mechanisms;
- Consult and collaborate effectively with varying stakeholders including but not limited to: colleagues across the Division of SIEE; UNSW academics and audiences; and ARC and its staff and stakeholders.
- Prepare high-level reporting papers that incorporate accurate and relevant data and where relevant, demonstrate benchmarking and evidence-based recommendations.
- Contribute to other activities and initiatives in the Centre for Ideas and the department of Strategic Events as required.
- Supervise and attend a range of events outside of normal working hours and manage time accordingly.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- Tertiary qualifications in a relevant discipline with substantial and wide-ranging experience as a producer/curator at a senior level or equivalent level of knowledge gained through any combination of education, training and experience.
- Demonstrated experience of working in complex and fast-paced environments and collaborating successfully with a wide variety of stakeholders and colleagues.
- Demonstrated ability to manage multiple projects and the operational impacts and risks of the projects to ensure they are delivered on time with efficient use of resources

- Demonstrated ability to establish, build and maintain significant external relationships and partnerships, particularly those at a senior level, that benefit the organisation.
- Proven ability in devising events with creative flair and innovative approaches, both in-person and through digital channels.
- Excellent interpersonal and communication skills with both strong written and verbal ability.
- Demonstrated ability to build and sustain effective collaborative professional relationships within an organisation.
- Demonstrated operational and financial management skills, delivering aligned to goals and within desired parameters.
- Demonstrated understanding of digital marketing, publicity, communication and customer relationship management for an events program in a digital environment.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.