

**Jingellic Hub Inc**  
**3211 River Rd**  
**Jingellic**  
**NSW 2642**

**ABN 25 314 742 717**  
**Inc No. Y2778830**



 [\*\*JingellicHub@outlook.com\*\*](mailto:JingellicHub@outlook.com)

① **Acting President ~ Trevor Toholka: 0430 211 000**

① **Secretary ~ Jen Vinge: 0411 030 939**

① **Treasurer ~ Janice Newnham: 0427 371 434**

## **Expressions of Interest required:**

# **Event Manager for Jamming@Jingellic**

### **Overview**

The committee of Jingellic Hub Inc is seeking an expression of interest from a suitably qualified event manager to produce **Jamming@Jingellic**, the flagship event of Jingellic Hub Inc. The event venue is **Jingellic Showgrounds**, on the Murray River, NSW (110Km East of Albury). The date of the event is **Saturday 10 October 2020**, (subject to relaxation of COVID 19 restrictions) between noon and nine.

We seek a competent event manager to oversee arrangements for- and to produce an event that will make a profound impact on our target audience. Our audience includes members of our bush fire ravaged rural community and visitors and tourists, all of whom have experienced the severe social deprivations of a pandemic and whom we are trying to re-engage with our once pristine and naturally beautiful Upper Murray district. The successful candidate will work with the Jingellic Hub Special Events Sub-Committee to ensure the event is aligned to our vision, is successful and cost-effective, whilst remaining attentive to budget and time constraints.

### **Event**

Jamming@Jingellic is a social and sensory stimulation for our remote rural community and visitors to the picturesque Upper Murray. It serves as an enticement to visitors to experience local produce, hospitality, and our fabulous natural environment. 2020 will be the fourth J@J event.

The event is staged on the Jingellic Showgrounds, gateway between Southern NSW and North East Victoria. The venue features huge, historic plane trees which provide shade over sweeping green lawns, it has clear views to the gentle hills which surround Jingellic village and to the South, the Murray River sparkles and sings.

During Jamming@Jingellic, the lawns will be dotted with marquees and food vans offering locally produced gourmet food, fine wines and boutique brews, there will be something to tantalise a discerning palate. An array of musicians will provide the soundtrack for the event. There will be a display for those who appreciate art and possibly a "show and shine" of fabulous vehicles and machinery to engage the mechanical minds. (Subject to discussion).

Our vision is to have a well designed recreation facility the community is proud of.

## Responsibilities

Specifically, the Event Manager will be responsible for working with the Special Event Sub-Committee to:

- Create an event which will build on the success of J@J17/18/19.
- Plan the event and project manage it from start to finish according to our vision and requirements, aligned to target audience, objectives of the event and policies and procedures of Jingellic Hub Inc.
- Come up with suggestions and creative ideas to enhance the event's success
- Adhere to the budget
- Source and negotiate with security, children's entertainers, trade stall holders, food vendors and musicians
- Collect the required documentation from entertainers and trade stall holders and food vendors for the event.
- Coordinate with Jingellic Hub Treasurer to generate payments for entertainers and collect trade stall holder fees.
- Liaise with the audio/lighting specialist.
- Coordinate all activities associated with planning, during set up and pull down and during the event itself.
- Lead promotional / marketing activities for the event. Discuss with subcommittee marketing formats, ticketing, and merchandise options.
- Ensure the event is completed smoothly and step up to resolve any problems that might occur
- Analyse the event's success with the Committee by providing a short dot point discussion on the success and learnings of the event

## Capabilities required

The suitable person will have the following capabilities:

- Proven experience as event manager
- Skilled in project management
- Knowledge of KPIs and marketing techniques for event management
- Outstanding communication and negotiation ability
- Excellent organizational skills
- A knack for problem-solving
- Customer-service orientation
- A team player with leadership skills

## Expression of interest requirements

- Individual or entity's business name, ABN and contact details
- An explanation of the methods and process proposed for the delivery of the project
- A plan showing timing of key tasks
- An all-inclusive quotation of fees, (GST inclusive)

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- Details of personnel proposed to conduct the assignment
- Brief descriptions of key personnel's professional qualifications and experience in this area
- Two referees that we can contact to verify your suitability for taking on this contract
- Details of insurances held by the consultants: Professional Indemnity and Public Liability.

## Time frame

It is expected that the successful person will commence working with the Special Events Committee prior to the end of June, planning and preparing for the event scheduled to occur on 10<sup>th</sup> October. Within 2 weeks of completion we expect delivery of a project report (dot points will be acceptable) that describes the success and learnings for future events.

## Remuneration

We expect to remunerate the successful applicant between \$3,000 to \$5,000 exc. GST, dependent on experience and scope of involvement.

## Event Budget

Overall budget for production of event is still under discussion.

## Contact Officer

The contact officer is:

Janice Newnham (Treasurer, Jingellic Hub Inc and member of subcommittee)

P: 0427 371 434 E: [JingellicHub@outlook.com](mailto:JingellicHub@outlook.com)

## Submissions

Expressions of interest are to be emailed by COB Tuesday 9<sup>th</sup> June 2020

Feel free to review our social footprint:  
Facebook Page: Jingellic Showgrounds  
Website: [www.jingellic.org.au](http://www.jingellic.org.au)

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