



The Teachers' Guild of New South Wales

Established 1892

Doceo ut discam: I teach, that I may learn

ACN 000 011 138 ABN 35 000 011 138

26 November 2021

PROJECT OFFICER FOR EVENTS

ROLE DESCRIPTION - TEACHERS' GUILD OF NEW SOUTH WALES

The Project Officer for Events role is to coordinate and develop opportunities for the professional learning and engagement events calendar for the Teachers' Guild of New South Wales.

Responsibilities

- Develop professional learning events covering a wide range of topics.
- Oversee the staging of each event as part of the events Calendar.
- Ensure the financial viability of each event and the events calendar as a whole.

Required Skills

Ability to develop, strong understanding of the types of events that will attract audiences and event management.

Purpose: Develop and maintain an Events Calendar.

Reporting: Provide Events calendar to each Council meeting for ratification.



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