

<b>Position Description</b>			
<b>Position Title</b>	Event Administration Officer		
<b>Position Type</b>	Volunteer	<b>Reporting To</b>	NOM
<b>Location</b>	Flexible	<b>Date</b>	November 2025
<b>Nature of Tasks</b>	Event Administration and Management, Stakeholder Engagement, Administrative Tasks, Finance, IT.		
<b>Suitable For</b>	An experienced Administration Assistant with Event Management skills and a thorough understanding of project management, finance, stakeholder engagement and IT with a history working within Calisthenics or the sporting sector.		
<b>Key Relationships</b>	Internal – Board, NOM, Member States, Committees, Volunteers, Coaches, Participants. External – Event Partners		

## **ABOUT THE AUSTRALIAN CALISTHENIC FEDERATION**

The Australian Calisthenic Federation Limited (**ACF**) is the national governing body for Calisthenics in Australia. The ACF is responsible for developing the sport and setting the strategic direction at the National level, with the primary goal to innovate, promote, administer, and coordinate the unique sport of Calisthenics. Through its efforts, the ACF ensures national consistency with rules, coach accreditation, skills and adjudicating programs, and the delivery of a National Competition Event program, through volunteer run standing committees.

## **OVERVIEW AND PURPOSE OF THE POSITION**

The Australian Calisthenics Federation (ACF) is seeking a dedicated and organized Event Administrator to provide essential administrative and operational support to the National Operations Manager (NOM) and Head of the National Competition and Event Committee (HOC NCEC). This role is critical in ensuring the smooth coordination, setup, and execution of national calisthenics competitions and events program. The Event Administrator will play a key part in preparing systems, liaising with stakeholders, and assisting with both pre-event and on-the-day operations.

This diverse role requires, strong administration skills, high-level professionalism and confidentiality, energy and attention to detail. Previous experience managing high level events and the ability to document processes for future events is paramount.

Reporting to the NOM, and working closely with the HOC NCEC, the time required is approximately 2-4 hours per week with some hours required to be completed out of business hours to meet the unique needs of the role. More time may be required leading up to planned competitions and events. Initially, some additional time will be required in orienting in the role and completing a handover.

## KEY RESPONSIBILITIES

- Assist the NOM & HOC NCEC with event planning and administrative duties related to ACF Competition & Events Program.

## CORE FUNCTIONS

- Administrative Support
  - Follow the National Hosting Guidelines and Management Plan to ensure event planning stays on track.
  - Assist with development and updating of all NCEC Documents and procedures, ensuring all processes are recorded and saved in the relevant ACF SharePoint site.
  - Ensure the ACF Document Register is kept up to date for all NCEC Documents.
  - Manage email and other communications for the NCEC responding to queries from participants, coaches, parents and other stakeholders.
  - Attendance at NCEC Meetings as required.
  - Prepare meeting agendas, minutes and reports for committee meetings, ensuring follow up on action items.
  - Communicate with the NOM of any marketing support or materials required for the ACF National Competition & Events Program.
- My Stage Platform Management
  - Oversee the set up and management of competition entries using the My Stage platform, including registration, scheduling and updates.
  - Ensure entrants complete their music and DLP uploads by the required due dates.
  - Ensure all entry requirements, documentation and fee payments are correctly recorded and communicated to participants.
  - Provide technical support to participants using the My Stage platform, troubleshooting any issues as they arise.
- Theatre and Competition Set Up
  - Assist with the coordination of theatre venues for ACF run competitions and events.
  - Oversee logistical arrangements such as lighting, sound, DLP, stage set up.
  - Ensure all equipment required for competitions (e.g. lighting, sound systems) is installed and tested prior to the commencement of the event.
  - Liaise with venue staff to ensure compliance with safety protocols and seating arrangements.
  - Ensure all venue staff have the required WWCCs.
- Ticket Sale Coordination
  - Set up online ticket sales for ACF competitions and events, ensuring easy access and a smooth user-experience.

- Manage pre-event and on-the-day ticket sales, ensuring that customer queries and issues are resolved promptly.
- Provide financial reconciliation and reports on ticket sales to the National Operations Manager and NCEC.
- On-Site Event Support (when in home state or defer to NOM/NCEC)
  - Assist in the set up and running of national competitions and events, including preparing event materials, managing backstage operations and co-ordinating volunteers.
  - Work with competition officials to ensure all event elements (lighting, music, stage set up) are aligned with program schedule.
  - Manage any unforeseen logistical challenges during events, ensuring minimal disruption to competitors and audience members.
- Post Event Administration
  - Create surveys to gather feedback from participants, coaches, volunteers, officials, to assist in post event evaluation and reporting.
  - Assist in reconciling event finance, including ticket sales, registration fees and expenses.
  - Archive event documentation and prepare reports for future planning purposes.

## QUALIFICATIONS AND SKILLS

- Experience
  - Previous experience in event administration or support, particularly within sports competitions or performance arts is essential.
  - Experience in setting up and managing online platforms for event registration, ticket sales, or competition entries. (e.g. My Stage, Try Booking etc)
- Experience co-ordinating large-scale events, including working with venues, managing volunteers, working to a budget and troubleshooting on the day of the event.

- Administration & Communication Skills
  - Proficient in using event management software and platforms such as My Stage or equivalent systems.
  - Competency in using ticketing platforms and for in person ticket sales. (e.g. Try Booking, Event Brite)
  - Strong computer skills including Microsoft Office Suite, (Word, Excel, Outlook) and cloud-based tools for project management.
  - Previous experience with document management and implementation of processes.
  - Intermediate to Advanced Microsoft Office and reporting skills.
  - Experience using SharePoint desirable.
- Personal Qualities
  - Passionate about promoting Calisthenics and supporting ACF's mission.
  - Strong organisational and time-management skills with the ability to manage competing priorities.
  - Attention to detail and high level of accuracy in all work.
  - Able to work independently while also being an effective team player.
  - Handle sensitive information with confidentiality and discretion.
  - Must have experience working with Children/Young People and be prepared to sign a statement that they have read, understood and are committed to the ACF Child Safe Practices outlined in the ACF Safeguarding Child & Young People Policy.
  - Knowledge and experience within the sport of Calisthenics or similar sport is desirable but not essential.

## ORGANISATIONAL REQUIREMENTS

- Current Working with Vulnerable People (WWVP) registration - or equivalent.
- Adhere to ACF's Code of Conduct and relevant Charter.

## PERFORMANCE INDICATORS

The right person for this role shares the ACF's Vision, Purpose, and Values. Your performance will be assessed against the Key Responsibilities annually as part of the ACF's Performance Review process.

At all times you are expected to ensure the company needs are forefront of your decision making and the outcome of your work aligns with the ACF's strategic plan.

**RELATED DOCUMENTS**

The following documents relate to the position:

Reference	Title	Identifier
(1)	ACF Code of Conduct	ACF-078-POL
(2)	ACF National Competitions & Events Standing Committee Charter	ACF-085-CHA
(3)	ACF Safeguarding Child & Young People Policy	ACF-076-POL