



the green institute

Short term employment opportunity Conference Organiser

The Green Institute is hosting a national conference in Meanjin / Brisbane, August 18-19 2023, on the theme *The City Transformed: urban life at the end of the world as we know it*.

The conference is expected to welcome up to 200 activists, advocates, academics and change-makers of all kinds in person at Griffith University South Bank campus, as well as some online attendees.

The Green Institute is seeking a motivated and organised Brisbane-based person to help coordinate the conference, alongside the Institute's Executive Director, Community Engagement Officer, and Green Agenda editor. The Conference Organiser will be employed as a short term casual employee at Private Sector Award level 2.2 (2022), at \$31.53/hour (to be increased July 1), for 2 days per week throughout July, and 4 days per week throughout August.

Your tasks will include

- organising basic logistics for the conference, including:
 - liaising with the venue, tech support, etc;
 - liaising with caterers;
 - organising attendee name tags, registration desk, cloakroom / luggage storage if possible, etc;
 - arranging welcome to country;
- managing queries that need attention
- finding accommodation recommendations at a range of prices, with map location, for attendees to book;
- booking travel and accommodation for a handful of keynote and invited speakers, at GI cost;
- helping set up online conference preparation and delivery options
- sourcing and booking an event photographer;
- sourcing and booking audio recording for all sessions (and possibly video for some);
- potentially helping organise evening event (TBC), including organising transport from venue, bar tab, etc;
- helping with ticket sales and promotion of conference
- organising printing of the program;
- other tasks as needed and agreed.

Please submit CV and Expression of Interest to office@greeninstitute.org.au ASAP, or at the latest by COB June 30.