



## Position Description – Engagement Coordinator and Event Producer

### Position Details

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<b>Position Title:</b>	Engagement Coordinator and Event Producer	
<b>College/Portfolio:</b>	College of Design and Social Context (DSC)	<b>School/Group:</b> Engagement
<b>Campus Location:</b>	Primarily based at City campus, and the potential to work across other RMIT campuses as required.	
<b>Classification:</b>	HEW 6	<b>Time Fraction:</b> 1.0FTE
<b>Employment Type:</b>	Continuing	
<b>Reporting Line:</b>	Manager, Cultural Partnerships and Engagement	
<b>Direct reports:</b>	Casual staff where required. Supervision of WIL (Work Integrated Learning) and interns where required.	

### RMIT University

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RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

### Why Join RMIT?

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Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



**Inclusion Imagination Integrity Courage Passion Impact**

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

## Organisational Accountabilities

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RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

## Leadership at RMIT

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At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

**Be** – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

**Know** – We are self-aware, and understand our stakeholders, our sector and priorities.

**Do** – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

## College

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The College of Design and Social Context encompasses RMIT University's renowned art, architecture, design, built environment, communication, media and social science disciplines. The college has 24,500 students and over 1,000 staff located in 9 schools.

The College's academic programs are generally market leaders and in high demand. Based on a strong foundation of practise led, industry partnered teaching and research, we aim to deliver skilled graduates with a deep sense of purpose, and high impact research and innovation.

The DSC College Engagement team works in collaboration with business, industry, community, government, and University stakeholders, to enhance student learning, improve graduate outcomes, advance workforce development, and through applied research, provide innovative solutions to sector challenges.

Our vision is to grow small, medium, and large strategic partnerships between the College and external partners, for real world impact.

The way we achieve our vision is through external engagement that enables the integration of industry knowledge into our curriculum, into our teaching, into our student experiences and into our research practices, enabling us to benefit our students, staff, partners, and communities.

Our work includes a broad range of activities with external organisations, the focus of which is dependent on the agreed goals of the partnership. Example activities include events, exhibitions and installations, lectures and talks, academic and student engagement for projects, placements, or graduate employment, and broad range of research activities.

For more information see [www.rmit.edu.au/dsc](http://www.rmit.edu.au/dsc)

## Position Summary

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Reporting to the Manager, Cultural Partnerships and Engagement, the Engagement Coordinator and Event Producer plays a central role in delivering innovative and inclusive public programming designed to enhance stakeholder and industry engagement, and grow and diversify audiences. The role is responsible for supporting the coordination, implementation, and digital promotion of a wide range of events and engagement initiatives that foster a vibrant creative and learning community at RMIT. This includes working with alumni, supporters, the creative sector, industry partners, government, education, and the broader public.

Collaborating with academic and professional staff, practitioners, and a variety of stakeholders, the Engagement Coordinator and Event Producer actively contributes to the design, delivery and evaluation of public-facing experiences, including the flagship DSC public talks program.

This role also prioritises the use of digital platforms to connect with diverse audiences, deepen sector relationships, and showcase RMIT's leadership in creative and cultural engagement through high-impact events and audience development initiatives.

With a strong focus on audience development, this position provides operational and administrative support for the DSC College Engagement strategy—including event production, multi-channel communications, and digital engagement across partnered student and public projects.

## Key Accountabilities

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- In consultation with the Manager, Cultural Partnerships & Engagement, support the delivery of public facing events in collaboration with DSC Schools, academic staff and strategic partners.
- Work in consultation with RMIT colleagues to coordinate and deliver audience development activities that build participation across internal and external audiences and stakeholders.
- Coordinate the end-to-end delivery of projects in collaboration with partners both on campus and at partner venues including logistics, promotion, reporting and evaluation within timeframes and agreed budgets.
- Consult with key internal and external stakeholders to brief in, capture and distribute compelling digital content aligned with engagement activities.
- Work with the Manager to implement a comprehensive and compelling public programming strategy that builds a creative and learning community across RMIT, alumni and supporters, creative industries, government, the education sector and the broader public, including the delivery of a Flagship Public Program
- Coordinate administrative activities including compiling reports, preparing documentation and project plans, risk assessments and compliance requirements, budgets, forecasting and evaluating attendance, monitoring progress and reporting against targets
- Support activities that maintain and enhance DSC's relationships with partners and industry.
- Other duties as directed within the scope of this position description.

## Key Selection Criteria

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- Experience in the coordination of events, workshops, and activities to build high levels of participation.
- Demonstrated experience in developing audiences and an understanding of the relationship between programming and communications, with experience and skills in digital communication and media and building engaged digital communities.
- Demonstrated experience coordinating and delivering projects in the creative industries, often simultaneously and to tight timeframes and budgets.
- Demonstrated ability to build effective relationships with internal and external stakeholders, and experience facilitating and nurturing partnerships.
- Excellent interpersonal and communication skills, both written and oral, as well as the ability to liaise with management, staff, and external organisations to establish effective professional relationships.

- Excellent organisational and time management skills, with proven ability to manage multiple tasks and re-adjust workload priorities to meet conflicting deadlines.
- Proven ability to use a wide range of systems, software and social platforms that will support the requirements of the role.
- Flexible working hours as required by the program, which may include evenings, weekends and public holidays.

### **Qualifications**

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Tertiary Qualification in Arts, Creative Industries, Communications or Media and/or extensive work-related experience.

### **Working with Children Check**

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Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.