

Events and Communications Officer

Department/Team:	Philanthropy and Outreach
Job Type:	12-month contract position
Full Time / Part Time:	Full time
Location:	Canberra
Salary Classification	Level 5

About the Australian Academy of Science

The Australian Academy of Science is a national learned academy of distinguished Australian scientists, championing science for the benefit of all.

The Academy is an independent, non-government, not-for-profit organisation delivering science-based advice and advocacy. Its aim is science in the service of the nation - a sustainable and prosperous future for all Australians, and to secure Australia's place in global science.

The Academy Council sets the strategic direction of the Academy on behalf of its Fellowship to advance Australia as a nation that embraces scientific knowledge and whose people enjoy the benefits of science.

Our Culture

The Academy reflects organisational values that earn and sustain trust. The Academy is independent, non-partisan and ethical; acts with integrity, honesty, and transparency; supports diversity and inclusion and is respectful of sources of knowledge, such as those of First Nations people.

We offer a safe, flexible and inclusive work environment and strive to create an environment that connects, respects and values staff, investing in them to nurture and develop them as professionals.

The Position

Reporting to the Events Manager, the Events and Communications Officer is part of the Philanthropy and Outreach team, working closely with the Communications and Media team to deliver Academy events and communications. You will play a key role in ensuring smooth event execution and effective communication for Academy wide programs and initiatives such as public lectures, workshops, and outreach activities.

The role supports the planning and delivery of Academy-led events and communications activities that advance the Academy's mission. This includes assisting with event logistics, promotional activities, and stakeholder engagement for programs across multiple digital platforms to enhance the Academy's visibility and impact. The role requires occasional work outside of standard business hours, including evenings and weekends as required.

Duties and Responsibilities

Reporting to the Events Manager:

1. Assist with planning and delivering Academy events, including preparing run schedules, developing registration sites, issuing invitations, coordinating registrations, securing travel and accommodation, and supporting on-site logistics.
2. Liaise with speakers, suppliers, internal and external designers and other stakeholders as required to ensure seamless event execution.
3. Assist with coordinating technical requirements for events including photography, livestream and AV.
4. Maintain EventsAir database, tracking attendance and engagement metrics and contributing to post-event evaluations and reporting.
5. Provide administrative support, including managing inbox queries, preparing briefing notes, and updating CRM systems.
6. Draft high impact, tailored content for social and traditional media, website and EDMs to promote events and activities.
7. Support the Academy's social media function to monitor and measure social media engagement for events.
8. Perform other duties as required, providing administrative, communications and social media support and back-up to the Media and Communications team.
9. Ensure compliance with WHS and organisational policies.

Qualifications and Experience

- Certificate or diploma in event management, communications, marketing, or related field, or relevant equivalent experience.
- Experience providing event design and delivery, including administrative and logistical support.
- Experience in EventsAir is highly desirable.
- Familiarity with social media platforms and digital communications.
- Proficiency in Microsoft Office and CRM systems are desirable.

Selection Criteria

- Demonstrated experience in assisting with planning and delivering events, including managing logistics and stakeholder engagement.
- Demonstrated ability to coordinate tasks and meet deadlines in a busy environment.
- Strong written and verbal communication skills.
- Experience creating communications content across various platforms and supporting promotional activities.
- Ability to work effectively as part of a team and build positive relationships.
- Strong organisational skills with the ability to manage priorities simultaneously and maintain attention to detail.
- Ability to work collaboratively and communicate effectively with diverse stakeholders.
- A demonstrated commitment to workplace diversity, workplace participation, WHS and equity principles.