

Job Title:	Event Organiser
Reports To:	Events Lead
Position Type:	Volunteer
Level of Commitment:	2/3 hours per week, plus monthly WITWA Event Meetings (1 hour)
Purpose of the position:	To deliver informative and inspiring WITWA events, creating a safe space for the WITWA community to connect, share knowledge and develop.

Why volunteer at WITWA?

As well as being a key cog in driving a positive social impact for gender equality across WA, you will also benefit from a support network of 25+ WITWA volunteers to learn from, be championed by, and share your knowledge with. Welcome to your very own personal cheer squad!

WITWA facilitates industry connections for all its subscribers, and as a WITWA volunteer, you will have first-hand access to meeting some incredible people in our community.

If that's not enough you will also benefit from free tickets to the TechXchange Events, free ticket to the WITWA Tech [+] Conference, and free ticket to the WITWA Tech [+] Awards.

What are we looking for you to take responsibility of?

You will own the delivery of 1 to 2 TechXchange events per year, including:

- Identifying event themes
- Arranging speakers (keynote and/or panel)
- Securing venues
- Organising catering
- Managing online ticketing sales
- Communicating event information to the Comms Team (speaker bios, event theme, etc)
- Developing and communicating event run-sheet with stakeholders

What should you bring to the table?

- Your previous experience in organising events
- Your understanding and/or passion for the technology industry
- Your understanding and/or passion for creating a more equitable world
- Your ideas and enthusiasm
- Your organisational and/or project management experience