

# Account Director (Events)

## About Sauce Communications

Sauce Communications is a multi-award-winning full service public relations and events agency headquartered in Leeton NSW and with staff in Victoria, Sydney and across regional NSW. Our talented team works with commercial and government clients on communications programs that deliver results. Our team has a passion for rural and regional Australia and has 22 awards to our name, including nine Agency of the Year titles (did we mention we love what we do?!). Find out more about the Sauce team – who we are, what we do and what our clients say about us at [www.saucecommunications.com.au](http://www.saucecommunications.com.au).

## What we're looking for

We're seeking an energetic, experienced events professional to join Sauce as a full-time Account Director - Events. Initially the role will be for a 12-month contract period with potential for ongoing employment beyond that timeframe.

While we handle everything from intimate VIP dinners, AGMs and shareholder roadshows to industry conferences for 600, let's face it;

events aren't always glamorous, so if you're willing to roll up your sleeves to get the job done, then this position is for you!

## Don't live local to us? No problem

We'd love it if you were local to our head office in Leeton, but what we're really looking for is the right skillset and culture fit, so if that's you but you need to work remotely, all good by us.

The only thing is, we'll need you on the ground for the events themselves, so the ability to travel is a must. Right now, we're looking at servicing events in Sydney, Melbourne and across regional NSW, with plenty in the Riverina.

We offer good rates, a great team to bounce ideas off, flexibility and for the most part, interesting work - although like we said, there'll be dull stuff too!

# About the role

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Reporting to the Managing Director and with strong working relationships across our team, you'll be responsible for both leading and working on the day-to-day management of client events. You'll be in the thick of it – involved in everything from sourcing quotes and suppliers, to attending client meetings, drafting proposals and events materials, and being on-ground to implement event delivery (which means being ready, willing and able to do whatever it takes to ensure each Sauce events goes off without a hitch!).

An excellent communicator and collaborator, you'll be great with people, committed to exceptional standards of client care and ready to pitch in to achieve the right results for your clients and colleagues.

You'll have:

- Ideally 8+ years of events experience.
- Excellent communication skills, written and verbal.
- Strong organisational and project management skills.
- Problem solving skills, with the ability to remain calm under pressure.
- The desire to be a team player, who's happy to get in and get the job done!
- Proven negotiating skills with clients, suppliers and key stakeholders.
- Computer and presentation skills, including MS Word, Excel and PowerPoint.
- Flexibility and adaptable, including being able to quickly respond to changing business needs and priorities.
- Ability to travel for work.
- A commitment to exceptional client service and a positive can-do outlook and attitude.
- Uncompromising attention to detail.
- Confidence.
- A genuine interest in and affinity with regional Australia.
- Good personal presentation.

Desirable, but not essential are:

- A bachelor's degree in events, communications, marketing, public relations or related field (or equivalent experience).
- Strong rural and regional networks.

## Other information

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The way we work, the service we provide to our clients and our team culture are incredibly important to us at Sauce Communications. Before you submit your application, make sure you read the Sauce Rules of the Game document first (it follows this document). If we're speaking your language, we want to hear from you! If not, thanks for taking the time to consider a role with us.

PS – if you're considering moving to Leeton NSW to join us, relocation assistance is offered. Plus, we love it here – find out a bit more about our hometown at <https://www.countrychange.com.au/towns/leeton/>

## Submitting your application

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To apply, please send us:

- A cover letter explaining why you're the right fit for the role and for Sauce.
- Your resume.
- At least three samples of work that showcase your abilities (this might be a detailed run sheet, an event evaluation form or an event program or other collateral you've developed).
- The names and contact details of two referees.

Applications are to be emailed to Lynn Semjaniv, Managing Director at [lynn@saucecommunications.com.au](mailto:lynn@saucecommunications.com.au) by COB, Tuesday 30 April 2024.

You can also contact Lynn with questions about the role on 0481 004 797.

# Rules of the game





# Joining Sauce Communications

## Walking the Talk

When you join Sauce Communications, you represent our company and our brand. We love our brand – its values epitomise who we are, what we do and how we approach our work. We expect you to take our brand seriously. Good or bad, the relationships you form with our clients, our suppliers and our partners are a direct reflection on Sauce.

## Our Brand Values

Becoming a Sauce team member means living and breathing our brand values. In a very practical sense, these values combine every day to deliver a consistent workplace and client experience. It's about delighting those we work with through fantastic customer service, great communications results and true partnership.

Sauce's brand values are:

- Honest
- Professional
- Bold
- Wildly successful
- Service-oriented
- Connected

We look for these same values in our team. Depending on your role with Sauce, some of these attributes may be acquired over time. However, there are others that are non-negotiable – like professionalism and being truly great with people, no matter what the circumstance.

## Working Together

If you join the Sauce team, it's important that we're all clear on the 'rules of the game'. By our offer and your acceptance of a role, we're both making a commitment to work and communicate in a certain way. Here's how that looks.

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## What you can count on us for

If you're engaged by Sauce Communications, you can count on us to:

- Be clear in our expectations of your work and your performance.
- Wherever possible, offer you a variety of interesting communications work, although let's be frank – there'll be dull stuff too!
- Provide access to templates, databases, timesheets, style guides and any other Sauce collateral required to help you be effective in your role.
- Give you guidance and advice on projects, clients, or issues when it's needed.
- Treat you as a valued member of the Sauce team.
- Offer flexible working arrangements, where this doesn't impact on your ability to deliver exceptional client care and service to Sauce and our clients.
- Make time for the team to connect and have fun.
- Be respectful of your time off and only contact you if it's absolutely necessary.
- Listen to any concerns in confidence.
- Encourage you to participate, share ideas and learn.
- Be honest and upfront if something isn't working in our relationship.

## What we expect from you

If you accept a role with Sauce Communications, you are agreeing to the following 'rules of the game'. We will count on you to:

- Commit to and represent Sauce's brand values, vision and mission with gusto and drive.
- Deliver exceptional client care and service to everyone you come in contact with, including us!
- Only submit high quality, proofed and formatted work for review.
- Tell us if you're struggling or unsure of how to approach a particular project or situation. We're here to help.
- Meet agreed deadlines. Where this isn't possible, communicate early and clearly.
- Proactively manage your workload and, if you have Sauce client responsibilities, ensure any periods of absence, associated workload or deadlines are covered off.
- Be available to take out-of-hours calls on the understanding that we respect your privacy and will only contact you if it's absolutely necessary.
- Actively participate in creating a positive, supportive, and fun teamwork environment.
- Look after your work/life balance and your wellbeing.
- Not participate in gossip or innuendo, internally or externally.
- Raise any concerns privately with Sauce's Director or your supervising Account Director.
- Immediately communicate any potential or actual client dissatisfaction.
- Be honest and upfront if something isn't working in our relationship

If you have any questions, please let us know. Otherwise, that's it! Welcome to the Sauce Communications team!