

Title:

Entertainment - General Manager - Ceremonies

Reports to:

Entertainment Deputy Director - Content

Direct Reports:

Ceremonies team roles as agreed: Director of Opening Ceremony, Director of Closing Ceremony, Ceremonies Creative / Productions Team.

Key Relationships:

Marketing Team | Various roles including Brand, VIP and Guest Engagement

Appointment Term:

December 2025 to July 2028

Measurement:

Membership, Quality and Participation

Position Type:

Voluntary

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

Australian Jamborees are a crucial part of the Scout Journey for thousands of young people, they develop lifelong memories and personal growth of every youth member who attends. We recognise the significant contribution made by all who provide their time for the event, mutual respect, flexibility and positivity.

This role is effectively a Producer role which is responsible for developing and leading a team of Creative Production Scouting members to conceptualize and support the design of impactful and memorable Opening and Closing Ceremonies. The incumbent will guide the team in identifying creative opportunities, scouting production elements, and aligning artistic vision with logistical feasibility to ensure the ceremonies resonate with the audience and reflect the event's core values.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

Primary Responsibilities

- To provide leadership and guidance to a team of people as selected by the incumbent and approved by the Chief Director to facilitate the success of the event.
- Incorporate authentic youth member input into the work of the Ceremonies Team.
- Make a significant contribution to the planning and organisation of the 2028 Australian Jamboree.

- Implement the above plan with the endorsement of the Entertainment and Chief Directors.
- Be accountable for all aspects of the Opening and Closing Ceremonies, including overseeing creative writing process, planning, operations and delivery, including the budget and financial results.
- Develop and manage the timeline for all key milestones of the Ceremonies event plan.
- Work with the Entertainment Administrators budget to assist in the preparation of the overall Jamboree budget
- Work with the Deputy Director - Operations to ensure all required elements of the ceremony are facilitated in the design.
- Contribute to a monthly report of the Entertainment Directorate for the Jamboree Executive Committee.
- Uphold and recognise the need for professional-like, strong and positive relationships between the Marketing and Entertainment Teams to ensure brand alignment and content development.
- Participate as a member of the Jamboree Organising Committee, attending meetings, reporting progress, presenting the Entertainment ceremonies plan as required.
- Provide input to the event status report.
- Operate in accordance with the Scouts Australia – Australian Scouting Youth Events Policy and the Scouts Australia – Australian Scouting Youth Events Standards
- Contribute to the preparation of a comprehensive final report at the conclusion of the event for submission to the Branch Executive Committee/National Executive Committee.
- Any other responsibilities requested by and in support of Chief Director.

Attitude, Skills and Knowledge Required

Attitude

- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
- Have a commitment towards the importance of activities and the 'out' in Scouting
- Be inclusive in leadership style encouraging their teams to excel
- Be respectful of all their team accepting individual differences as a resource
- Uphold and demonstrate a commitment to the implementation of Child Safe Scouting

Skills

- Strategic thinker with an ability to articulate visions, strategies and plans.
- Ability to develop sound administrative processes to support strategic direction.
- Flexibility in approach and an ability to work under pressure is essential.
- Be able to mediate, carry out investigations, write reports and make recommendations.
- Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.
- Relevant management qualifications or experience.
- Demonstrate planning and delegation skills.
- Demonstrate risk management, work health and safety, and ScoutSafe skills.
- Maintain confidentiality with sensitive and personal information.

- Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment
- Experience in Creative Design / Production Management Process and/or Producer of live Entertainment.
- Preferable previous or current experience in one of Victoria's Scouting Theatre Shows.

Knowledge

- Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations
- Understand and demonstrate the role and responsibilities of General Manager - Ceremonies and have a commitment to that role
- Already have completed or are willing to complete Basic Activity or Leader of Adult Basic training within twelve months of appointment.
- Have attained Certificate of Advanced Adult Leadership (Leader of Adults) or
 - be prepared to attain Certificate of Proficiency within 12 months
 - complete Certificate of Advanced Adult Leadership within 2 years.