



Aerospace Futures 2024 Committee Information Pack

Table of Contents

Overview of Aerospace Futures 2024	3
Aerospace Futures Committee Breakdown	4
1. Finance - Team Overview	5
1.1 Finance - Finance Officer	5
2. Event Leadership - Team Overview	6
2.1 Event Leadership - Chair	6
2.2 Event Leadership – Deputy Chair	6
2.3 Event Leadership – Event Delivery Manager	7
2.4 Event Leadership – Event Marketing Manager	7
3. Project Management - Team Overview	8
3.1 Project Management – Logistics Coordinator	8
3.2 Project Management – Presentations Coordinator	9
3.3 Project Management – Activities Coordinator	9
4. Reports - Team Overview	10
4.1 Reports - Event Analyst	10
4.2 Reports - Event Administrator	10
5. Strategic Partnerships - Team Overview	11
5.1 Strategic Partnerships - Sponsorship Coordinator	11
6. External Relations - Team Overview	12
6.1 External Relations – Media/Communications Coordinator	12
6.2 External Relations – Delegates Coordinator	13
Final Notes	13

Overview of Aerospace Futures 2024

Welcome to Aerospace Futures 2024, a unique student-led event where academia and industry professionals from around Australia meet to attend a 3-day conference designed to bridge the gap between these two groups by providing a vibrant platform for knowledge exchange, networking, and collaboration. The event will host a range of speakers, panellists, workshops, and opportunities to explore the latest developments in aerospace.

Focus:

Aerospace Futures boasts a diverse lineup of speakers who will cover a wide array of aerospace-related topics. Whether you're interested in cutting-edge developments or curious about subjects you didn't even know existed, our keynote presentations and in-depth panel discussions are designed to captivate your interest and broaden your horizons. With a strong bias towards academic and personal development during the day, during the night we encourage the development of social interaction with all attendees.

Committee Overview:

This information pack offers an insight into the positions available within the Aerospace Futures 2024 committee. Prospective candidates for the committee will be invited to attend an interview with a selection panel consisting of the 2024 Aerospace Futures Chair, and a member of the Australian Youth Aerospace Association (AYAA) National Committee.

Conference Dates:

Circle the dates! The next Aerospace Futures conference is set to be held in July 2024. Please ensure your availability during this period to fully immerse yourself in this incredible opportunity.

Commitment Expectations:

For the more experienced individuals aiming for a management role within the event committee, you may anticipate a workload of approximately 6 hours per week. However, please note that this is a rough estimate, and the actual workload may vary depending on the event's proximity. If you're considering a general committee role, we suggest planning for around 3 hours of commitment per week. Flexibility of committee members is a priority of the association, to ensure that each member can still meet their study and employment commitments comfortably.

We're thrilled to welcome you to Aerospace Futures 2024 and excited to receive your applications. If you have any questions or need further information, please do not hesitate to reach out.

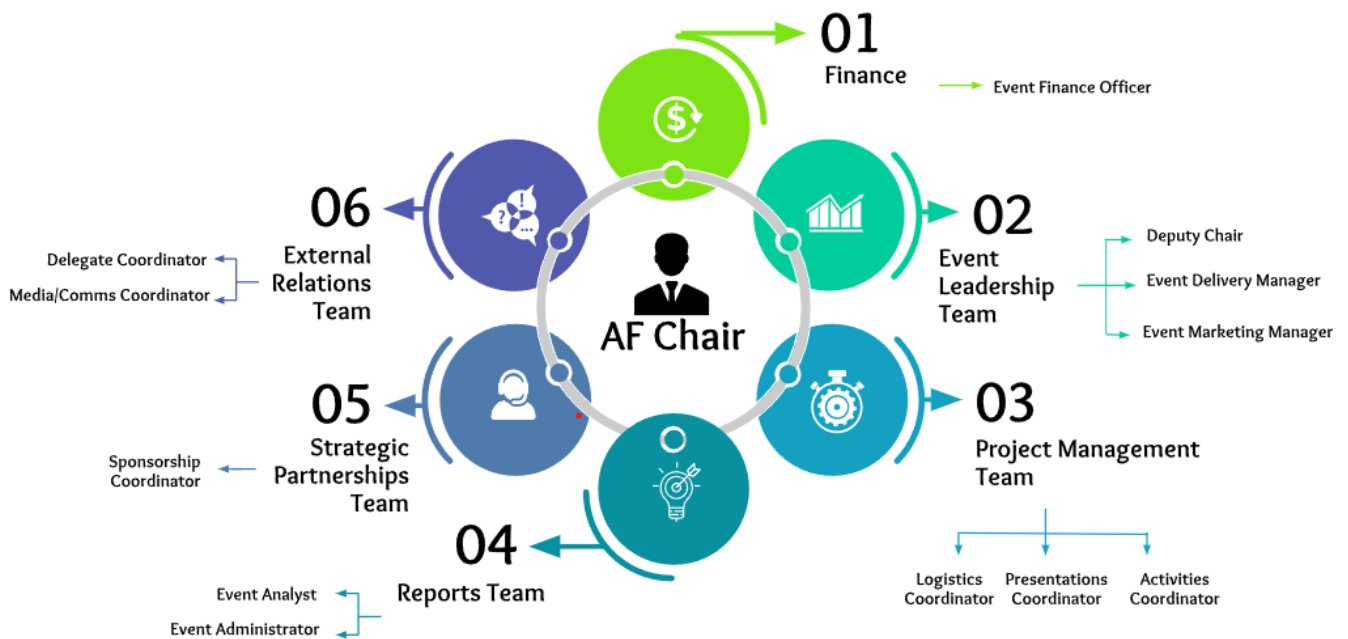
This is your opportunity to join us as a committee member to help produce this event, and shape the future of aerospace in Australia, whilst advancing your career in the industry.

Aerospace Futures Committee Breakdown

The Aerospace Futures Team is divided into six divisions: These divisions each have an aspect of the event which they are responsible for delivering, however, each team member will have the chance to work closely with all other individuals in the committee!

Aerospace Futures 2024 Committee

AYAA
 Australian Youth
 Aerospace Association
<https://ayaa.com.au/>



1. Finance - Team Overview

1.1 Finance - Finance Officer

The Finance Officer will oversee the monetary aspects of Aerospace Futures. They will be on a portfolio of their own but will still be working with every other portfolio. The Finance Officer will create and manage spreadsheets to track the expenses of the event, whilst logging invoices, and maintaining budgets for the event.

Additionally, The Finance Officer will work closely with the National Treasurer of the Australian Youth Aerospace Association to ensure the event is financially viable.

Key Responsibilities Include

- Maintaining clear spreadsheets which track the expenses of the event
- Sending invoices to the partners of the event
- Tracking and maintaining clear budgets for the event

Favourable Attributes/Skills Include

- Experience with keeping clean documentation
- Demonstrates initiative and enthusiasm
- Experience using spreadsheets and maintaining budgets (excel/google sheets proficiency)
- Excellent communication skills

2. Event Leadership - Team Overview

The Event Leadership Team will be responsible for the smooth and effective operation of the Aerospace Futures committee, they will maintain a high level of oversight of all other portfolios and report directly to the Chair with operational recommendations. It will be the event leadership team's responsibility to make sure all aspects of the conference work together cohesively.

The event leadership team consists of the following roles:

- Chair
- Deputy Chair
- Event Delivery Manager
- Event Marketing Manager

2.1 Event Leadership - Chair

The Chair is responsible for maintaining the event's identity and purpose. They will maintain high levels of communication with all portfolios within the committee and ensure all regulations are being followed as per the AYAA guidelines. The chair is required to make sure every member knows the goals of the event and that each portfolio lead has the information and capability to be working toward these goals. Furthermore, the chair will take responsibility for their committee and the overall event along with the responsibility to acquire funding for the event.

Key Responsibilities Include

- Maintaining a clear vision of the event as a whole
- Organise regular meetings to ensure committee cohesion and vision
- Track the progress of each portfolio and provide help where necessary
- Ensure the committee follows the guidelines set out by AYAA
- Act as liaison between the Aerospace Futures committee and the National AYAA committee

2.2 Event Leadership - Deputy Chair

The Deputy Chair will be second to the Chair and will provide necessary assistance in ensuring that the committee runs efficiently, and that the event plan is designed and implemented effectively.

Key Responsibilities Include

- Maintaining a clear vision of the event as a whole
- Act in place of the Chair in case of their absence
- Manage the development of Aerospace Futures 2024
- Undertake secretarial duties in absence of the Event Administrator

2.3 Event Leadership – Event Delivery Manager

The Event Delivery Manager is responsible for the health of the Project Management portfolio. They will be responsible for managing the Project Management team, and ensuring that each team member is working effectively and cohesively.

Key Responsibilities Include

- Form a vision of the overall event that aligns with the conference goals
- Ensure cohesive work within the Project Management Team
- Create and maintain a schedule for the event
- Maintain strong communication with External Relation and Strategic Partnerships Team
- Coordinate the wider committee during the event

Favourable Attributes/Skills Include

- Ability to foresee potential challenges and address them appropriately
- Capacity to see the wider picture and think critically
- High level of attention to detail
- Highly organised and able to track lots of small tasks at once
- Strong understanding of the aerospace industry
- Ability to work in a dispersed, diverse team

2.4 Event Leadership – Event Marketing Manager

The Event Marketing Manager is responsible for the health of the External Relations portfolio. Effectively, they should provide direction on how to communicate to prospective attendees using social media platforms and emails, determine requirements for visual aids and ensure that attendees are aware of the goings on of the event. The Event Marketing Manager, along with their external relations team, will be responsible for developing the delegate handbook for the event.

Key Responsibilities Include

- Oversee the construction of a social media plan
- Creation of the delegate handbook
- Approve social media posts
- Oversee merchandise generation
- Ensure all external communications are accurate and prompt

Favourable Attributes/Skills Include

- Experience with social media platforms
- Strong verbal and written communication skills
- High level of attention to detail
- Highly organised and able to track lots of small tasks at once
- Professional demeanour
- Ability to work in a dispersed, diverse team

3. Project Management – Team Overview

The project management team are responsible for the organisational side of the event including venues, activities, speakers, and events. Whilst each member has unique responsibilities, it remains vital that they all work together and follow the vision and direction of the Event Delivery Manager, to ensure the event is effectively run. The project management portfolio workload will fluctuate week to week, but as the conference draws closer it is expected the workload will increase.

The Project Management portfolio consists of the following roles:

- Logistics Coordinator
- Presentations Coordinator
- Activities Coordinator

3.1 Project Management – Logistics Coordinator

The Logistics Coordinator is a key role in ensuring that the event has the necessary foundations to function. They will be helping the booking for venues and necessary flights for the Aerospace Futures Committee. The Logistics coordinator will also be in charge of understanding the capacity of venues and complying with health and safety recommendations from governing bodies.

Key Responsibilities Include

- Organising venues for the event
- Coordinating caterers for the event
- Management of the delegate accommodation
- Coordinate Flights for the AYAA representatives

Favourable Attributes/Skills Include

- Highly Organised
- Ability to foresee potential challenges and address them appropriately
- Calm under pressure
- Good critical thinking skills

3.2 Project Management – Presentations Coordinator

The Presentations Coordinator will oversee the management of on-board partners from the Strategic Partnerships portfolio. They will ensure the most appropriate speakers from the partners are selected to deliver the best experience to the delegates in the conference. They will also oversee the audio-visuals of the event which will include working with venues to organise the presentations. They will also manage the requirements of the speakers.

Key Responsibilities Include

- Work with Strategic Partnerships portfolio to arrange highest quality speakers from partners
- Coordinate and prepare panels
- Manage audio-visual requirements
- Liaise with presenters during the event

Favourable Attributes/Skills Include

- Strong interest/understanding of the industry
- Calm under pressure
- Professional negotiation skills

3.3 Project Management – Activities Coordinator

The Activities Coordinator is responsible for managing the creation and running of the lunch/night events during the conference. They will be working with the Logistics Coordinator to book venues for the night events as well as ensure that there is adequate space in the program schedule to run these events efficiently. This coordinator will manage the schedule and requirements for activations, workshops and mentoring sessions.

Key Responsibilities Include

- Organisation of activities/demonstrations during the event.
- Organise the running of the night events
- Coordinating the night events during the event
- Organise and schedule workshops
- Ensure workshops and events have all technical and event requirements

Favourable Attributes/Skills Include

- Creative
- Highly organised
- Ability to stay calm under pressure
- Experience in running events with large groups
- Great communication skills with external partners for mentoring and workshops

4. Reports - Team Overview

The Reports Team serves as a crucial bridge between data-driven decision-making and efficient committee operations within Aerospace Futures. Comprising two key roles, their purpose is to gather, analyse, and manage essential event data, ensuring the committee's success and the satisfaction of its attendees and sponsors.

4.1 Reports - Event Analyst

The Event Analyst has an important responsibility for gathering data on the event, which will be provided to potential sponsors to outline the capabilities of the event. The event analyst will also conduct market research to provide accurate information and advice to the sponsorships and external relations team.

Key Responsibilities Include

- Gathering and providing clear data metrics of the event
- Projecting and estimating likely number of attendees
- Provide evidence for data-driven decision making for the event.

Favourable Attributes/Skills Include

- Data Analysis
- Experience with Python/MATLAB (or similar) for creating plots and representing data in a visual way.
- Mathematically inclined/proficient

4.2 Reports - Event Administrator

The Event Administrator will be responsible for managing the admin requirements of the Aerospace Futures committee and its attendees. The Event Administrator will have the opportunity to collaborate with all team members, participate in strategy discussions, and contribute to the continuous improvement of committee processes and operations.

Key Responsibilities Include

- Scheduling meetings and taking minutes.
- Track project progress and deadlines.
- Maintain documentation of tracking numbers for deliveries
- Update committee documents and runsheets in accordance with project requirements.
- Ensuring VIPs and delegate schedules are communicated effectively prior to event

Favourable Attributes/Skills Include

- Experienced in organising teams
- Reliable and methodical
- Takes initiative and can foresee operational needs.

5. Strategic Partnerships - Team Overview

The Strategic partnerships portfolio will be responsible for identifying potential partners and determining value propositions for them. Additionally, the portfolio is responsible for contacting these partners and locking in sponsorship arrangements for the Aerospace Futures event. The Strategic Partnerships portfolio will construct prospectus documentation for the event. During the lead up to the event the portfolio will have most of their work in front of them. Given the nature of the work and the wait times that often occur between email correspondence, workload per week can fluctuate.

The Strategic Partnerships Team will likely consist of multiple Sponsorships Coordinators.

5.1 Strategic Partnerships - Sponsorship Coordinator

The Sponsorship Coordinators main task is to contact and maintain communication with potential partners. This will involve contacting all sizes of companies within the industry, whilst ensuring that there is a wide array of representation within the pool of partners that complies with the goals of the event. The Sponsorship Coordinators will also be working closely with the Aerospace Futures Chair and the finance officer to create value propositions for the event, which will be used when negotiating with companies.

Key Responsibilities Include

- Research and identify companies who may be interested in partnerships
- Create value propositions
- Communicate with companies to ensure sponsorship
- Track partner requirements and follow up on their experience
- Building strong and lasting relationships with sponsors

Favourable Attributes/Skills Include

- Strong written and verbal communication skills
- An understanding of and interest in the aerospace industry
- Negotiation skills
- Ability to keep clear documentation
- Experience with value propositioning

6. External Relations - Team Overview

The external relations portfolio is responsible for ensuring that the event is marketed as widely as possible. Ensuring they are equipped for the event and that all exposure targets from our strategic partners are met. The External Relations portfolio will be working closely with the Event Marketing Manager to ensure all elements of the event are managed. The Graphic and Web Design Coordinators will be working closely together so the feel of the event and the portrayal of the event are of the same frame of mind. The workload of the external relations team will increase as the conference draws closer and will maintain right up until the conference ends. As with the other portfolios it is expected that some weeks will be much simpler than others due to fluctuation in deadlines and correspondence.

The External Relations Portfolio consists of the following roles:

- External Relations Lead
- Media/Communications Coordinator
- Delegates Coordinator
- Graphic Design Coordinator
- Web Design Coordinator

6.1 External Relations - Media/Communications Coordinator

The Media and Communications Coordinator plays a pivotal role in promoting and managing the event's public presence. This position encompasses a wide range of responsibilities, from shaping the event's digital narrative to collaborating with strategic partners for effective event marketing. The Media/Communications Coordinator will help in the creation of advertisements and working with universities to promote the event.

Key Responsibilities Include

- Design social media schedule
- Work with sponsorships team to create sponsorship packages
- Maintain frequent updates on all platforms
- Design marketing material
- Design merchandise for the event
- Design the event logo

Favourable Attributes/Skills Include

- Strong written and verbal communication skills
- Experience with social media platforms
- Reliable with maintaining schedules
- Initiative in expanding marketing avenues

6.2 External Relations – Delegates Coordinator

The Delegates Coordinator is the guardian of our attendees' experience, ensuring that every participant feels informed, supported, and valued throughout the event. This role involves orchestrating behind-the-scenes efforts to ensure the event's seamless execution, creating a positive and memorable experience for all involved. This coordinator will advocate for the delegates and attendees, providing valuable feedback from the perspective of attendees.

Key Responsibilities Include

- Respond to delegate queries
- Engage with universities
- Communicate delegate requirements
- Coordinate delegate helpers during the event
- Provide critical opinions from delegate point of view

Favourable Attributes/Skills Include

- Strong written and verbal communication skills
- Strong interpersonal skills
- Proactive
- Ability to see the wider picture and think critically

Final Notes

The roles described above offer a broad insight into the responsibilities and functions of each role within the committee. The specific duties of each member are subject to change based on the requirements of the event, and the availability of the committee members.

All positions are voluntary and unpaid; however, our association places a strong emphasis on supporting its members and the broader aerospace community through various sponsorships and scholarship programs, along with developing their skills and providing unrivalled networking opportunities and career development through industry experience.

We highly encourage all committee members to attend the event, as their presence is greatly valued and contributes to the overall success of the association's purpose.

If the applicant has any conflicts of interests with existing businesses in the Australian Aerospace industry, they will be required to declare these upon submitting their application.