



## Events Manager Position Description

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<b>POSITION:</b>	Events Manager
<b>DEPARTMENT:</b>	Functions and Events
<b>RESPONSIBLE TO:</b>	Principal
<b>REPORTS TO:</b>	Director of Business Development

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### About Sheldon College

Committed to its basic philosophy of **Love, Laughter and Learning**, Sheldon College caters for children from 15 months of age through to Year 12. The College campus is located on 56 acres in a semi-rural setting on Taylor Road in Sheldon. The College was established in 1997 and is committed to providing a quality education for all students in a safe, secure learning environment which is characterised by high standards for both staff and students in the areas of dress and appearance, behaviour and individual scholarship and work habits.

### About the Role

The position of Events Manager will be an integral position within the College and is responsible for leading the Centre's function and event activities to ensure the operation and delivery of an exceptional range of services in a manner which reinforces the College and Centre as one of the leading facilities of its kind in Australia.

### RESPONSIBILITIES

The duties performed by the Events Manager include but are not limited to the following:

#### Operational Management

- Ensure effective planning and co-ordination of all internal and external events;
- Assist with the delivery of all event operations where appropriate, including catering, ticketing, venue set-up and pack down;
- Communication with all stakeholders regarding event requirements;
- Preparation and distribution of Event Orders to all relevant departments to ensure the smooth transition from planning to delivery;
- Liaise with and build relationships with key internal and external event stakeholders;
- Coordinate stock acquisition and equipment hire to ensure the effective and efficient delivery of events;
- Processing of internal and external event requests, updating of events list and event calendar;
- Follow all procedures with regards to deposits, payment schedules and invoices for all event bookings;
- Attend relevant operation meetings;
- Coordinate required floats, tills, uniforms, menus for events as required;
- Facilitate the establishment of the Centre as the leading destination within the greater Redlands area working in collaboration with the Director of Business;
- Work cooperatively and positively with other personnel to support effective relationships and contribute to the overall policy and planning of the Centre;
- Ensure interaction and a proactive approach in securing engagement from sectors of the College community, including Alumni, wider community, business and industry;
- Develop processes for event planning and delivery;

#### Human Resource Management

- Management and supervision of the Year 11 and Year 12 traineeship program within the Events department;
- Management and responsibility of all casual event staff recruitment, rostering and completion of timesheets;
- Manage the function and event teams providing positive performance review and development of staff in their specific roles to ensure department resources are optimised and a cohesive departmental structure exists.



## Administration

- Daily administration activities including client and internal correspondence;
- Develop a suitable enquiry checklist / interview template that covers all aspects of the client needs;
- Review how the assets and equipment are stored and recorded and implement processes and efficiencies in that area;
- Work in conjunction with the Catering Manager to develop cost effective packages and menus to maintain updated information on the SEC website;
- Develop collateral specific to the above packages suitable to provide to clients;
- Develop processes for event planning and delivery;
- Chair Events and Stadium operational meetings;
- Develop and implement the venues operating policies, procedures and protocols that support the delivery of high-quality services;
- Ensure adherence to compliance standards of Workplace Health and Safety and all other applicable legislation;
- Ensure cost effectiveness of the service delivery, and maintenance of profit margins in consultation with the Director of Business Development and the CFO;
- Ensure compliance with relevant College policies and procedures

## Selection Criteria

- Minimum 3 Years event management and coordination experience;
- Experience in the Hospitality Industry is advantageous
- Current RSA and RMLV Certification;
- Ability to interpret and implement financial process and procedures;
- Solutions based attitude and get the job done approach;
- An ability to work varied hours in order to meet Event demands;
- Effective time management skills;
- A self-motivated and proactive approach;
- Strong interpersonal and oral communication skills including the ability to communicate, influence, negotiate and consult with a range of staff, clients, corporate representatives and members of the general public;
- Demonstrated ability to work within a high pressure environment.

## Conditions of Employment

- **Hours:**  
Will be required to periodically work hours outside of normal College operations.
- **Remuneration:**  
An attractive remuneration package will be negotiated with the successful applicant in consideration of their relevant industry qualifications, experience and expertise.
- **Leave:**  
Sick leave, annual leave and long service leave conditions will be in accordance with the Sheldon College Corporate Staff Enterprise Bargaining Agreement.
- **Corporate Uniform:**  
All employees are required to wear Corporate Uniform which is available from the College Uniform Shop at each employee's own expense.
- **Working with Children:**  
The position is subject to the issue of a positive notice from the Commission for Children and Young People and Child Guardian (Blue Card).