

POSITION SUMMARY

BOX OFFICE & MARKETING COORDINATOR (040)



Directorate	Cultural and Community Services
Section	BMEC
Classification	Band 3, Level 1, Grade 6
Position Status	Permanent full time
Commencing Salary Range	\$1279.00 to \$1343.74 per week
Reports to	Manager BMEC
Direct Reports	Box Office Assistants
Work Location	Bathurst Memorial Entertainment Centre (BMEC)

Position Purpose

The Box Office & Marketing Coordinator will oversee the effective operations of BMEC Box Office and coordinate all aspects of BMEC marketing with assistance from other members of the BMEC team.

Key Responsibilities

- To Coordinate the efficient and effective operation of the BMEC Box Office
- To Coordinate BMEC Marketing, primarily of BMEC curated events
- To Coordinate the BMEC online presence including website and social media

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Diploma in Marketing or other relevant industry qualification or experience
- Experience in operating and managing Box Office ticketing systems.
- Experience in marketing events
- Proven record of excellent Customer Service
- Experience in staff management and training
- Computer literacy including word and excel or their equivalents and graphic design programs such as In Design, Illustrator etc.
- Experience in financial reconciliations, banking, and financial reporting
- Experience managing digital and social media platforms.
- Video editing skills
- Ability to work outside ordinary business hours including weekends and evenings.

Desirable

- Customer service training
- An appreciation of and interest in the performing arts
- Class C driver's licence

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 38 hours per week, Monday to Friday (may include some out of hours work including evenings and weekends)
- Probationary period of 3 months
- 4 weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 10% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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