

POSITION SUMMARY

BUSINESS & BOOKINGS COORDINATOR (039)



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	Nil
Work Location	Bathurst Memorial Entertainment Centre (BMEC)

Position Purpose

The Business & Bookings Coordinator will be the main contact for hirers of the venue and will coordinate income generation programs with assistance from other members of the BMEC team.

Key Responsibilities

- Administration of Venue Hires, maintenance of client liaison, promotion of facilities for hire
- Coordination of Venue Office Administration
- Maintenance and Supervision of financial processes, income generation, sponsorship liaison, Foundation, and funding applications

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 Business Management or equivalent experience
- Experience in function or event coordination
- Excellent Customer service skills
- Ability to think and plan strategically.
- Computer literacy, particularly with booking, event management and finance software
- Marketing and promotional experience
- Senior First Aid

Desirable

- An appreciation of 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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