

ACCOUNT COORDINATOR

JOB DESCRIPTION

COMPANY BACKGROUND

Venue Advantage is a venue consultancy designed to support the experiential industry. We work with leading experiential agencies and brands and assist them by advising, sourcing and managing their venues and locations for brand activations, promotions and sampling. We partner with major national property groups and work at a national and local level with venue owners across shopping centres, train stations, councils, outdoor locations, beaches, universities, airports and everything in between that meet a client's brief.

Our role in the industry is to make the venue booking part of experiential as seamless and easy as possible. We do that through learned experience and knowledge as well as trusted relationships with the venues.

Through our role in the industry, we have a unique perspective in understanding what types of activations do well in certain environments and use that lens to guide clients across the complexity of taking a concept through to delivering a venue that meets the brief.

THE ROLE

We are looking for an **Account Coordinator (AC)** to join our business due to us entering an exciting growth phase.

The AC will report to the Client Services Manager (CSM) and play an integral part in the delivery of venues and locations across a wide variety of experiential, promotional and sampling campaigns nationally.

Day to day duties include:

Venue liaison:

- Briefing venues on concepts and receiving feedback.
- Assessing availability.
- Sourcing quotes.
- Venue research.
- Event research.

Admin:

- Compiling, submitting and managing venue licence agreements, applications and booking forms.
- Managing and coding invoices.
- Managing campaign and client folders, ensuring key information is up to date.
- Managing all necessary campaign documentation.

Client Liaison:

- Assisting the CSM.
- Assist managing campaign deadlines by identifying and following up outstanding documentation.
- Providing the CSM with suitable and accurate information for client responses.

Socials:

- Active role in the content strategy, planning, implementation and running of our social media platforms.

Personal Experience and Aptitude

- 1 to 2 years work experience in related or transferable industries.
- Recent university graduate with applicable degree.
- A good communicator (written and verbal) with exceptional interpersonal skills, who enjoys being part of a team, but who is also able to work on their own initiative.
- Ability to deliver – delivering optimal outcomes for clients and venues.
- Solution orientated.
- A forward-planner, with strong organisational skills.

Key Skills

- Building strong relationships with venue contacts at appropriate levels
- Building strong relationships with client contacts at appropriate levels
- The ability to work under pressure and manage deadlines.
- Organisation skills – able to prioritise and manage own workload.
- Excellence in execution – need to have an eye for detail.
- Financial accuracy is a must.

Salary and Benefits

The salary on offer is \$55,000 pa plus super. A work mobile and laptop will be provided.

The role is 5 days per week and as responsibility and competence grows there is flexibility to work 1 day per week from home. This is a 6-month contract with a 3 month probation. The contract will be reviewed with the view to extend to full time upon successful completion of the 6-month contract.

A bonus and incentive scheme will be in place for the full-time contract.

We are a small team with big plans and it's an exciting time to be part of our growth!

SEND APPLICATIONS TO:

Julian Roth, Director - admin@venueadvantage.com.au

www.venueadvantage.com.au / [Linked In](#)