



Position Description



Job Title:	Event Manager
Department:	Venue & Events
Manager:	Head of Venue and Events
Location:	Roundhouse (UNSW Kensington Campus)
Special Conditions:	After hours and weekend work required
Date Revised:	June 2022

PRIMARY OBJECTIVE

This role is accountable for the management of Roundhouse commercial events on behalf of the organization, and shares responsibility for increasing commercial revenue streams and maximising venue usage. In particular this role is closely tied to the Roundhouse's operations as a venue for conferences, dinners, and key university events, and will play a key part in working on the logistics and stakeholder relationships for this clientele.

The Event Manager leads venue operations, working with stakeholders, suppliers, and partners from enquiry through to execution of event. You will roster and manage event staff, coordinate logistics with the production, event, and food & beverage areas, liaise with suppliers and stakeholders, and deliver a standard of service that earns repeat business.

ORGANISATIONAL CONTEXT

Arc @ UNSW is an incorporated company limited by guarantee governed by a Board of Directors of 15 people. Arc is a voluntary student membership organisation that provides recreational, cultural, representational and retail services to the students of the University of New South Wales (UNSW). The organisation operates as a commercial entity to maintain financial viability and to provide student services and programs for members.

Arc @ UNSW directly employs approximately 60 staff on a permanent basis and approximately 100 casual employees. The organisation also utilises the time and resources of a large number of student volunteers to administer programs and events. Day to day management of the organisation is performed by the CEO who reports to the Arc Board. The CEO is supported by a senior management team accountable for operations of the organisation at both campuses.

The Venue & Events department manages the operations of the Roundhouse. We are committed to offering a high level of service to commercial clients, balanced with providing students on campus with a venue that offers a diverse and engaging event program.

REPORTING RELATIONSHIPS

Manager

Director of Events

Reporting to this position

Event Co-ordinator

Event Casuals

Event Supervisors

Additional positions within the Venue & Events Department

EVENTS:

- Events Manager
- Events Coordinator
- Admin/Events Assistant
- Events Casual staff

FOOD & BEVERAGE

- Food and Beverage Manager
- Bar Manager
- Kitchen Manager
- F&B Casual staff

PRODUCTION

- Production Manager
- Production Casual staff

POSITION DIMENSIONS

Hours: After hours and weekend work required.

Budget: This position has budgetary accountability

KEY TASKS & ACCOUNTABILITIES

- Contribute to a targeted sales strategy to build upon the existing client base, focusing on the UNSW and Conference markets, to grow revenue in line with the department's strategic objectives;
- Project manage commercial events from initial enquiry through to event, including the planning, site inspections, logistics, management, execution and review of events;
- Ensure the delivery of high service standards and products that meet or exceed stakeholder expectations;
- Manage budgetary income and expenditure across events ensuring compliance with monthly reporting and commercial cost of goods (COGs) alignment with pre-defined parameters;
- Build relationships with suppliers, event organisers, and other relevant stakeholders whilst working on new business leads across our market segments;
- Manage the performance of all reporting staff and identify training and development needs;
- Use the Roundhouse's event management software to manage the venue calendar, and generate detailed function sheets for weekly meetings to brief internal team;
- Contribute where necessary to Arc's events and activities that take place on campus but external to the Roundhouse;
- Manage and review the venue's risk profile ensuring appropriate risk mitigation strategies are identified and implemented;
- Comply with Arc WHS & Injury Management policy and procedures to actively participate in the achievement of a safe working culture.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

SELECTION CRITERIA

Essential

- Minimum 2 years Events Manager experience in a high-volume venue
- Proven ability to implement event sales strategies to generate revenue through the execution of events for new and existing clientele;
- A sound understanding of all aspects of venue operations including production, security, function management, crowd characteristics, budgeting and forecasting;
- Proven experience facilitating client events in the corporate market (e.g. conferences, dinners, key note talks)
- Demonstrated problem-solving and risk management skills which use creative and imaginative approaches to find innovative solutions in venue management;
- Capable of managing multiple projects, events and deadlines;
- Ability to build and manage strong relationships with clients, suppliers and regulatory bodies (including council and Police);
- Ability to identify, prioritise and implement cost effective solutions, respecting Arc's status as a not-for-profit organisation;
- Self-motivated with the ability make active attempts to influence events to achieve goals and take action to achieve goals beyond what is required;
- A comprehensive understanding of regulatory compliance across food, liquor and WHS along with the ability to apply these principles in the workplace.

Desired

- Previous experience in working in the live music genre (e.g., venue, festival, promoter)
- Relevant tertiary qualifications or equivalent
- Driver's License;
- RSA Competency Card;
- First Aid Certificate.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.