

Museum of Contemporary Art Australia

POSITION DESCRIPTION

Position title	Event Coordinator
Position status	12-month contract, Maternity Leave Cover
Remuneration	Salary package \$75, 898 (which includes gross salary of \$69,314 plus 9.5% employer's contribution to superannuation)
Team	Development & Enterprises
Reporting to	Venues Manager
Date reviewed	January 2017
Approved by	Director, Development & Enterprises

Overview of the MCA

The MCA's vision is to engage audiences with contemporary art and ideas through the presentation of a diverse program of exhibitions and special events. From major thematic exhibitions and surveys of established artists, solo exhibitions and artist projects, to new work by emerging artists, the MCA program covers the range and diversity of contemporary art.

By focusing on the work of living artists, the MCA is dedicated to delivering programs that present challenging and enriching experiences for visitors through its core activities of exhibitions and learning programs.

Located on one of the most beautiful sites in the world at Sydney's Circular Quay, the Museum of Contemporary Art opened to the public in 1991. Established by the University of Sydney through the JW Power Bequest with the assistance of the New South Wales Government, it is Australia's only contemporary art museum dedicated to exhibiting, interpreting and collecting contemporary art.

Overview of the department

With a reputation for delivering quality events in exceptional surroundings, the MCA offers four extraordinary venues, including the prestigious MCA Foundation Hall and three spectacular rooftop venues, the Harbourside Room, Quayside Room and Sculpture Terrace. Situated at Circular Quay West in the historic Rocks district, all venues take full advantage of their unique location and capture breathtaking views of Sydney Harbour, the Sydney Opera House and the city skyline.

The Venues Team is responsible for ensuring sales revenues and budget targets are achieved, the generation of new business, and that all events both internal and commercial are produced efficiently, profitably and with the highest level of customer service and attention to detail.

Overview of the position

The Events Coordinator is responsible for the smooth and efficient running of the operational side of commercial and private events. The Events Coordinator ensures all events are produced efficiently, profitably and within budget, with the highest level of customer service and attention to detail.

The Events Coordinator is the central point of contact, liaising with venue hire clients, both external and internal. The Events Coordinator supervises and directs external contractors i.e., Function Supervisor and Function Security/ Concierge and Function cleaning roles. The Events Coordinator works closely with the Venues Manager and provides accurate and detailed event reporting information on a regular basis.

Key accountabilities for the position

- Liaise with internal and external clients to ascertain event requirements
- Coordination of the delivery of client event requirements
- Client liaison and customer service interface
- Control of expenditure within budgetary frameworks for staffing rosters, cleaning and maintenance provision
- Liaison with catering and production representatives
- Ensuring effective and timely bump in and bump out
- Supervision and rostering of contract staff i.e., cleaning, function and security staff
- Prepares accurate and detailed event reporting information to feedback to the Venues Manager
- Conduct site inspections and coordinate production meetings with internal and external clients/suppliers
- Work closely with other departments to ensure appropriate signage, building access and building maintenance is managed effectively.
- Provide back up to team members where required.
- Work in accordance with the principles of equity, access and fairness. Respect WH & S work practices and procedures; work with due care and consideration to safeguard your own health and safety and the health and the safety of others.
- Maintain knowledge of and be pro-active in relation to MCA policies and procedures with particular emphasis on risk management and occupational health and safety.

Key Selection Criteria

Essential Skills and Attributes

- Demonstrable experience in event/venue management or operations coordination within the hospitality industry
- Exceptional customer service skills with a persuasive manner and strong negotiating skills
- Previous supervisory experience
- Organised and good time management/project skills
- Excellent communication skills – both written and verbal
- Strong administrative and computer skills
- A demonstrated commitment to the principles and application of Equal Employment Opportunities, Anti-discrimination legislation and Occupational Health and Safety legislation in the work place.

Desirable

- Experience in the Sydney venues market
- Knowledge of event management/venues bookings system software such as Ungerboeck

Terms and conditions of employment

This is a full time 12-month Maternity Leave cover contract.

Package includes 4 weeks' annual leave 10 days' carers/sick leave and 9.50% employer's contribution to superannuation. Appointment will be conditional on an initial three-month probationary period. The initial probationary period may also be extended at the MCA's discretion for additional three months, thereafter termination by either party will require written notice of 4 weeks.

The position works some evenings and occasional weekends with time off in lieu available.

Applications

Short listing for interviews will be based on applicants meeting the selection criteria listed in the position description. Please send your application, including names and telephone numbers of two referees and a statement addressing the selection criteria, to positionsvacant@mca.com.au.