



VENUE COORDINATOR

Beef Australia Limited stages a major international Beef Exposition in Rockhampton every three years. The 11th Expo will be held May 6-12, 2018.

Beef Australia is seeking an experienced professional for the challenging and exciting role of Venue Coordinator.

The Venue Coordinator is responsible for managing ticketing & accreditation and sourcing and planning of all entertainment for Beef Australia 2018 plus assisting with the planning, coordination, delivery and installation of all key site equipment, goods and services for Beef Australia 2018 functional areas and venues.

Key Responsibilities:

- Work with the RNA to develop a customised ticketing system for BA2018 providing a service that is easy for patrons to use capturing their data for future use.
- Manage the entire ticketing process prior to the event and at the Rockhampton Showgrounds during the event – including arranging the ticketing booths, signage, required equipment & fitout, EFTPOS, security and banking.
- Collect and collate all attendees details for the preparation and printing of accreditation passes.
- Work with other staff members to ensure that accreditation is distributed to attendees involved in their areas.
- Ensure that accreditation distribution is recorded and managed in a professional manner.
- Identify and secure entertainment and performers.
- Plan and coordinate all contract and performers logistics, including but not limited to transportation, housing, meals, catering and hospitality, green room and dressing room requirements.
- Work with Beef Australia sponsors to acknowledge their valuable support.

- Assist the Marketing & Communications Coordinator to organise and place all social media posts including Facebook, Twitter, Instagram, Snapchat, LinkedIn, Youtube and paid advertisements, PR opportunities and promotions.
- Work under the direction of the Operations Manager, CEO, Board of Directors and other key groups to ensure proper site layout & design at the Showgrounds.
- Work with the Catering & Functions Coordinator to manage the set-up and installation of catering/food outlets and event functions in line with Council health regulations.
- Assist the Operations Manager to coordinate key equipment supply and service contracts including:
 - Temporary Structures
 - Furniture fittings and equipment
 - Traffic management & road closures
 - Technology/Audio/Visual
 - Communications and Data
 - Sawdust
 - Cleaning & waste management
 - Signage
 - Security and First Aid
 - Temporary fencing and panels
 - Temporary air-conditioning & generators
 - Other Temporary Services such as electrical & plumbing.
 - Temporary labour & site contractors
 - Machinery, plant & equipment hire required to carry out site works.
 - OHS & Risk Management
 - Venue hire and management
- Confirm final details for site set up with all key on site stakeholders.
- Ensure that all Beef Australia 2018 work sites are safe, clean and secure.
- Safe, orderly and timely removal of equipment and service providers from the site at the conclusion of Beef Australia 2018 ensuring that the Showgrounds and other venues are returned to original condition.
- Assist the Trade Fair/Accounts Coordinator to verify timesheets, purchase orders, tenders/quotes/contracts against the delivery of goods and services prior to payment
- Completion of a final report detailing the outcomes and key recommendations for the Venue Coordinator's role for Beef Australia 2021
- Other duties as directed by the Operations Manager and CEO

Purchasing Authority:

Not permitted to purchase goods or enter into agreements between Beef Australia and other parties without the consent of the CEO.

Key Criteria:

- Tertiary qualifications, preferably in event management or project management or demonstrated equivalent experience, knowledge and skills.
- Two years experience in major event planning & delivery and/or project management.
- Understanding and commitment to site safety and OH&S issues.
- Ability to change priorities and remain productive in a fast-paced work environment.
- Good analytical skills with an ability to identify and solve problems.
- Good Microsoft Office skills particularly Word, Excel and MS Project.
- Exceptional communication skills.
- Ability to work autonomously and within a team as required.
- Meticulous attention to detail.
- Ability to Work Within Beef Australia Budget and Financial Frameworks.
- Flexibility and commitment required to deliver a Major Event.
- Honesty and Integrity.
- Positive pro-active customer service attitude.

An attractive package will be offered to the successful candidate.

Note this is a fixed term contract with an immediate start available and concluding on May 31, 2018.

Applications close: Monday, July 24, 2017.

Email applications to denis@beefaustralia.com.au or post to Chief Executive, Beef Australia PO Box 199, Rockhampton QLD 4700.