

# POSITION DESCRIPTION

## OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

## OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	<b>Events Manager</b>
POSITION NUMBER	<b>CM004</b>
LOCATION	People First Stadium
REPORTS TO	General Manager
EMPLOYMENT TYPE	Temporary, Full-Time (12 Months)
CLASSIFICATION LEVEL	SQ Employment Contract
CONTACT INFORMATION	Ryan Davey, A/ General Manager, People First Stadium Phone: 0458 266 701 Email: <a href="mailto:Ryan.Davey@peoplefirststadium.com.au">Ryan.Davey@peoplefirststadium.com.au</a>
VACANCY REFERENCE #	SQ41.26
CLOSING DATE	Sunday 26 April, 2026

## THE POSITION

The Events Manager is responsible for leading the Event Day operations of the venue. They are responsible for the planning, delivery and review of all events at People First Stadium.

## WORK ENVIRONMENT

The position reports to the General Manager of People First Stadium. The position works closely with the Facilities Manager, Senior Operations Coordinator and Grounds Manager. The position manages the Senior Event Coordinator, the team of casual Event Day Staff and indirectly manages the Event Coordinator.

## ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>

## KEY ACCOUNTABILITIES

- Develop, prepare, implement and monitor all activities associated with the planning and delivery of People First Stadium events, in conjunction with Stadiums Queensland subject matter experts, including:
  - Contractual obligations
  - Budgets
  - Event and match day operational plans
  - Event ticketing, treasury and car parking
  - Event security and policing
  - Traffic Management and public transport plans
  - Event Services Contracts
  - Risk and emergency management plans



- Complaints management
- Pre and Post event reviews
- Recruit and manage event staff, including casual event day staff, ensuring that they are adequately trained, rostered and managed to deliver outstanding customer experience that meets or exceeds hirer, patron and stakeholder expectations.
- Prepared to facilitate one-on-one and large group training sessions to educate casual event day staff regarding performance expectations
- Implement and monitor SQ event operational policies, procedures and plans, meeting with relevant stakeholders on a seasonal basis to identify changes, improvements and/or opportunities.
- Maintain and update all event documentation, records and reports in accordance with SQ's requirements and report to stakeholders on event attendance and event operations of the venue.
- Forge positive and effective working relationships with key stakeholders, including venue hirers, contractors and tenants, and communicate effectively with them to ensure minimum standards of service are met and positive event arrangements are maintained.
- Act as the Deputy Chief Warden and assist in the development, review and implementation of the stadium's emergency management plan and procedures.
- In conjunction with the General Manager, People First Stadium, research and develop strategic and operational plans and costing models for potential events, identifying and resolving any associated planning and government guideline issues.
- Understand the planning, procurement, installation and removal of event overlay and logistics, including being prepared to be "hands-on" as and when required.
- Oversee and be accountable for all non-event day functions and venue bookings, including corporate events, meetings, football bookings and community use, ensuring seamless planning, efficient utilisation of venue spaces, and delivery aligned to commercial, operational and customer experience objectives.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, security, equal employment opportunity, workplace harassment, bullying and discrimination

## MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Experience in event management, event operations and event administration at a senior level in a multi-purpose venue, including a minimum of 3 years in a management capacity
- Tertiary qualification in a relevant discipline (e.g. Business, Commerce, Event management) and/or equivalent relevant experience

## KNOWLEDGE, SKILLS AND EXPERIENCE

### ESSENTIAL

- High work ethic, commitment to professional presentation and flexibility in the workplace and ethical practice
- Leadership skills in a customer service orientated environment
- Highly developed written and oral communication and interpersonal skills with the ability to liaise, negotiate and consult with a range of stakeholders and handle difficult situations



- Analytical and complex problem-solving skills
- Fundamental understanding of work health and safety legislation and the application of safety standards in an event environment
- High level planning, scheduling, organisational, staff rostering and management skills with proven experience delivering major events
- Experience in developing and maintaining event reports, documentation and records
- Demonstrated experience in the development, implementation and review of business systems and procedures
- Experience in managing control rooms and leading event day emergency command and control structure.
- Ability to develop, interpret and convey financial information, including event costing, budgeting and variance analysis

**DESIRABLE**

- Understanding of sporting codes and their specific requirements, preferably cricket and AFL Football
- Experience with crowd behavioural patterns and profiles
- Knowledge of the 2011 QLD Work Health & Safety Act and regulations, and other industry related legislation, codes and standards



OUR VALUES



**Enthusiasm and passion**

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



**Professional, commercial and accountable**

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



**Customer-centric, innovative and agile**

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



**Authentic, transparent and respected**

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.



## ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the People First Stadium, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.



**ORGANISATIONAL STRUCTURE**

