

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	Event Coordinator
POSITION NUMBER	4G017
LOCATION	Sleeman Sports Complex
REPORTS TO	Senior Events Coordinator
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement, AO3 Level 1
CONTACT INFORMATION	Lauren Schuster, Senior Events Coordinator Phone: 07 3131 9605 Email: Lauren.Schuster@sleemansports.com.au
VACANCY REFERENCE #	SQ16/25
CLOSING DATE	Sunday, 27 April 2025

THE POSITION

The Event Coordinator is responsible for the operation and administration of events, facility hire, functions and conferences and to provide support to the Events Team, to ensure event operations are planned, managed, coordinated and delivered in a timely, efficient and commercial manner and to the satisfaction of the hirer and patrons who attend.

WORK ENVIRONMENT

The Event Coordinator position reports to the Senior Events Coordinator and works within the Events team at the Sleeman Sports Complex (SSC). The position works closely with the internal and external stakeholders, including contractors and hirers. The position is responsible for the supervision of the casual Event Day Staff on Event Day. There may be opportunity for the Event Coordinator position to support at other Stadiums Queensland venues. This position will require work on weekends.

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

- Coordinate all aspects of function and event bookings and facility hire, supervising staff and contractors as required to ensure hirer's requirements are met and positive working relationships with hirers, key stakeholders, suppliers and tenants at the venue are maintained.
- Coordinate and manage all aspects of event day delivery, including management of staff, contractors, stakeholders and venue control room, ensuring smooth delivery and troubleshooting is handled professionally and appropriately to venue standards.

- Prepare all contractual documentation pre-event, including hire agreements and quotes, and finalising post event settlement and invoicing documentation, supporting outstanding debtor follow up.
- Supervise staff, including casual event day staff, and contractors for events, functions and facility bookings, ensuring that they have been adequately trained, rostered, briefed and de-briefed to deliver outstanding venue events that meet or exceed patron and stakeholder expectations.
- Undertake pre and post event checks of the Venue and ensure that any items of exception relating to risk, incident reporting, maintenance and /or safety are reported, recorded and actioned.
- Operate and maintain the event booking management system for all venue bookings efficiently and effectively, providing appropriate booking related documentation to all stakeholders and producing booking related reports as required.
- Provide quality and timely administrative and operational support to the Snr Event Coordinator and Events Manager along with other team members, in the delivery of Major Events and other nominated events, as required.
- Monitor the venue's event operations and liaise with other venue staff of SQ to ensure consistency and quality and overall business approach, and that patrons and hirers have a quality experience.
- Understand and apply current legislation and governance arrangements pertaining to the operations and administration of a multi-purpose venue.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, security management, equal employment opportunity, workplace harassment, bullying and discrimination.

MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Tertiary qualification in a relevant discipline, or equivalent relevant industry experience.
- Minimum 2 years' experience in a booking and event coordination role.

KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL

- High-level communication, negotiation, interpersonal and networking skills.
- Ability to work within tight deadlines and to prioritise large volumes of tasks.
- Well-developed administrative, planning, scheduling, time management and organisational skills.
- Experience in utilising Microsoft Office, and other computer applications and systems to undertake the functions and requirements of the role.
- High work ethic, commitment to professional presentation, ethical practice and flexibility in the workplace.

DESIRABLE

- Ability to make quick decisions.
- Ability to deal with difficult people in a professional manner.
- Ability to lead, supervise and train staff effectively.
- Knowledge of emergency management procedures and event procedures.



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 Sleeman Sports Complex, 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

