

# 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>Event Coordinator</b>
POSITION NUMBER	<b>2G004</b>
LOCATION	The Gabba
REPORTS TO	Events Manager
EMPLOYMENT TYPE	Event Coordinator
CLASSIFICATION LEVEL	Staff Certified Agreement, AO3 Level 1
CONTACT INFORMATION	Renee Hordern, Events Manager Phone: 07 3035 6224 Email: Renee.Hordern@thegabba.com.au
VACANCY REFERENCE #	SQ31/25
CLOSING DATE	Sunday, 20 July 2025

## THE POSITION

The Event Coordinator provides support and assistance to the Senior Events Coordinator and Events Manager in the delivery of event day operations including financial, human resource, emergency management, and traffic management as well as providing high level administrative assistance.

## WORK ENVIRONMENT

The Event Coordinator position reports to the Events Manager and works with the members of Operations, Facilities, Grounds and Membership departments. On a day to day basis the Event Coordinator position has a functional reporting relationship to the Senior Events Coordinator.

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 the recruitment of casual event staff including selection, induction, training and rostering, as well as arranging uniforms, ID's and equipment for casual event day
- staff.
- Coordinate the resourcing of events, including rostering casual staff for event days and mid-week activities, set up and break down requirements for service providers.
- General Event, Administrative and Financial support duties to ensure delivery of events within budgets and timeframes in compliance with SQ's financial practices and

- administrative procedures.
- 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
- Assist in the development, implementation and review of the operational needs of the Venue in relation to event hirers and other contractors.
- Develop and maintain effective relationships with key stakeholders.
- Participate in event planning, briefing and debriefing meetings including preparing, distributing and managing event documentation, agendas and action items.
- Coordination of event logistics, including pre event set up and seasonal venue changeover.
- 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 experience
- Minimum 2 years' experience in an event or operations role

## KNOWLEDGE, SKILLS AND EXPERIENCE

### ESSENTIAL

- Excellent communication, customer services, negotiation, interpersonal and networking skills
- Event experience in a multi seated facility at a major venue
- Time Management skills to prioritise and multi-tasking on projects
- Well-developed planning ,scheduling and organisational skills
- Project planning and event administration skills
- Ability to make quick decisions and to delegate effectively
- Demonstrated ability to lead, manage and train staff effectively
- Ability to deal with difficult people in a professional manner
- Knowledge of, or ability to rapidly acquire knowledge of emergency management procedures
- Well-developed computer skills and ability to acquire knowledge quickly
- High work ethic, commitment to a professional presentation, ethical practice and flexibility in the workplace
- High level Microsoft Excel, Word, PowerPoint, Outlook processing skills

### DESIRABLE

- Knowledge of Workplace Health and Safety Legislation
- Knowledge of Microsoft Visio
- Working with Children Check – Blue Card
- Interest in sport



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 The Gabba, 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

