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WE'RE LOOKING FOR AN...

EVENT MANAGER

THE TIVOLI

The Tivoli Theatre is a Brisbane live music institution and award-winning performance space spanning a life of over 30 years. Within the walls of the 100-year-old girl, many memories have been made (and many lost). Over the past three and a half years under new ownership, The Tiv has undergone a number of exciting changes and today we're on the hunt for an exceptional human to join our small but passionate team as we take things to the next level in 2020 and beyond.

Our goals:

- Providing exceptional service to event promoters, hirers and audiences.
- Showcasing culturally and artistically diverse artists and events.
- Creating memorable experiences for punters.
- Developing unique and meaningful partnerships with other local, national and international organisations.
- Creating a home for Brisbane audiences to bask in the glory of live music and performance!
- Supporting the Brisbane community.

The Tivoli features:

- 1,560 pax standing room gig and function space
- 677 pax theatre-style seated event space
- Fully equipped venue - Lighting, Sound, AV, Furniture
- Our smaller What's Golden stage, featuring its own built-in rig and audio system
- 4 Operational Bars
- Full-scale commercial kitchen with resident caterers
- Flexible carpark space for outdoor events and festivals

We are looking for a leader in the event management field to fulfill the role and further develop the business in conjunction with our leadership team.

For more information on the Tivoli visit:

www.thetivoli.com.au

JOB TITLE: EVENT MANAGER

The Tivoli's is on the hunt for an experienced and passionate Event Manager to join our existing leadership team. This role will have significant experience in client facing customer service and corporate/private event management, preferably within the entertainment industry.

You will be a part of The Tiv's core executive team and will help create and drive the overall vision of the venue.

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POSITION DETAILS

Commencement:	Immediately, or by negotiation.
Hours:	Full-Time 38 hrs/week – Flexible hours Night-time event work will be required in this role.
Reporting to:	Creative Director Director
Liaising closely with:	Venue Manager Booker and Ticketing Manager Creative Director Events and Administration Team Production Manager
Supervising:	Casual Floor Staff and Duty Managers
Remuneration:	Available on request, includes superannuation and leave entitlements. Dependent on experience.

POSITION DESCRIPTION

You are:

- Experienced (3+ years) in the corporate events, functions and entertainment. This is not a junior/entry level position.
- Interested in innovation and trends in event management processes.
- A creative problem solver.
- Wholeheartedly customer focused.
- A team player.
- Capable of approaching potential new clients, selling our services and generating new business.
- Experienced in developing and implementing strategies and processes.
- Collaborative and love rigorous brainstorming sessions and big picture thinking.
- Results-driven (you love to see the fruits of your own labour).

Core Responsibilities:

- Liaise with Tivoli team, tour managers and touring staff to ensure successful delivery of some music and arts events where required, and in partnership with Venue Manager and Duty Managers.
- Deliver all corporate and private events to an excellent standard.
- Creating, maintaining and nurturing relationships with event managers, new clientele and returning costumers to ensure ongoing business.
- Some business development activity is required and experience in acquiring new business is favourable.
- Regular communication and meetings with clients.
- Quoting new events and filtering through event enquiries.
- Event coordination in fine detail.
- Produce clear and concise event orders and floor plans.
- Communicating effectively with caterers and suppliers.
- Communicating directly with the production team to achieve desired outcomes.
- Develop strong follow up systems with the aim of solidifying repeat business.
- Maintain a strong catalogue of preferred suppliers.
- Creative event management including sourcing entertainment and theming for clients.
- Running the floor for events.
- Recruitment of casual staff where required.

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You should also:

- Be proactive and have an acute attention to detail.
- Have a good knowledge of necessary awards and legislation including the Live Theatre and Concert Award and relevant Occupational, Health and Safety legislation.
- Be connected to the community and industry.
- Be highly organized and efficient.
- Be able to work well with other people.
- Have excellent interpersonal, computer, oral and written communication skills
- Be a confident, reassuring, articulate communicator

APPLY

For more information and to discuss remuneration package, please contact Creative Director, Dave Sleswick dave@thetivoli.com.au or call 07 3852 1711.

To apply, please submit a brief cover letter of no more than 300 words in the body of an email, and a resume with 3 referees (with contact details) to dave@thetivoli.com.au

Applications close at 5pm on Monday 17th February 2020.