

Job Description:**Venue and Event Coordinator, Godinymayin Yijard Rivers Arts and Culture Centre**

Title	Venue and Event Coordinator Godinymayin Yijard Rivers Arts and Culture Centre Katherine, Northern Territory
Reports to	Chief Executive Officer
Job classification	2-year fixed full-time contract (can be part-time pro rata by agreement)
Salary Range	\$62,500 - \$68,500 year Includes 6 weeks leave Flexible work schedule and time off in lieu
Applications	To apply, please apply by 15 September 2022 Cover letter and CV to director@gyracc.org.au With subject line: Venue and Event Coordinator and name/contact of 2 referees

Job overview

The Godinymayin Yijard Rivers Arts and Culture Centre (the Centre) is the region's flagship cultural facility, gathering place, and arts centre—offering performances, meeting and conference space, exhibitions, touring events, and civic activities all year long. We are a non-profit charity governed by a Board of Directors from across the community, and managed by a small and dedicated staff who love where they work and cherish the public programming and community activities that happen at our facility. We are currently looking to fill the role of Venue and Event Coordinator, which will serve as an essential part of the Godinymayin team.

Our next Venue and Event Coordinator will facilitate venue hire queries and planning, oversee event preparation, venue activities and related operations at Godinymayin. The Coordinator will work as part of the core team, supported by the Chief Executive Officer and Office Coordinator, to ensure a positive and friendly atmosphere for visitors, artists, and customers.

Key Responsibilities

In conjunction with the Chief Executive Officer (CEO), the key responsibilities of the role include:

1. Coordinate venue hire and day-to-day operations of Godinymayin Yijard Rivers Arts and Culture Centre (the Centre) venue hire facilities
2. Oversee venue hire planning and activities with external parties, organisations, and agencies—including event/venue hire set-up and break-down
3. Coordinate venue hire agreements and invoicing, in conjunction with the Bookkeeper and Office Coordinator
4. Report on event/venue hire activities and provide recommendations as required to the CEO
5. Set priorities and monitor workflow in the areas of responsibility including all venue hires, events and venue operations (including cleaning, maintenance, health and safety, and

venue hire change-over)

6. Manage the set up and presentation of the venue as per the venue hire and event bookings schedule
7. Support the Centre's maintenance and cleaning when needed
8. Coordinate the venue hire and events booking system in conjunction with other staff
9. Assist touring productions and staff with event planning, performance set up, bump in and bump out
10. Provide friendly and helpful customer service to visitors and the community
11. Assist in the general daily operations of the Centre and undertake other duties as required

Experience and Qualifications

Past experience in Customer Service, Hospitality, Venue or Facilities Management, and/or Events is required

Tertiary qualification in Administration, Customer Service, Logistics, Events Management, Venue Operations or Production is desirable but not essential

Key Attributes

Well-organised and able to multi-task in a busy work environment

Good communication skills and ability to work with all kinds of clients and the public

Strong administrative skills including scheduling, filing and office correspondence

Ability to use computer systems, online scheduling, digital platforms, data storage and email

Willingness to work as part of a small team in a busy cultural facility

Desired Attributes

Passionate about local arts, culture, and heritage

Interest in cultural programming and audience development

Ability to operate technical production equipment, including sound, lighting, and audio-video gear

Ability to lift and move venue items and materials

Interest in venue/event promotions, social media and publicity

Responsible Service of Alcohol certificate