

## **AUSTRALIAN CENTRE FOR CONTEMPORARY ART**

### **POSITION DESCRIPTION**

**Title:** Events and Venue Hire Coordinator

**Contract:** One year, renewable

**Responsible to:** Executive Director

### **POSITION PURPOSE:**

To plan and implement all ACCA events including exhibition openings and events related to VIP supporters and fundraising. To coordinate venue hire, liaising with clients and potential clients in order to achieve associated income targets.

### **DUTIES AND RESPONSIBILITIES**

#### **1. Hospitality and Events**

Plan and implement ACCA's events and hospitality program, in consultation with the ACCA Executive, the Philanthropy Manager and the Corporate Partnerships Manager.

- Coordinate patron events in consultation with the Philanthropy Manager including Fundraisers, dinners and art tours.
- Coordinate sponsor events in collaboration with the Corporate Partnerships Manager
- Coordinate ACCA openings and other events including General and VIP openings, and off site launches such as ACCA@Mirka
- Prepare and manage event budgets
- Prepare invitation lists, coordinate RSVP facility and monitor attendance at events
- Prepare 'draft' copy for event invitations
- Ascertain staffing requirements and liaise with the Front of House and Volunteer Coordinator to recruit and train staff for each event
- Organise catering and equipment hire as required for each function
- Produce running orders for events and ensure that all participants are well briefed
- Ensure correct protocol is followed for all events
- Prepare itineraries, information packs and arrangements for art tours
- Attend ACCA functions to oversee organisation and to meet and greet ACCA supporters
- Ensure that all contractual agreements including signage, acknowledgements, invitations etc are delivered to ACCA partners in relation to events
- Ensure high quality presentation across all facets of event organisation
- Undertake pre/post event audit of wine, beer & soft drinks
- Process payments for fundraising events
- Prepare and regularly update ACCA event calendars for staff and Board

## **2. Venue Hire**

- Oversee the management of venue hire, within the constraints of ACCA's artistic program needs, optimising opportunities to achieve income targets and develop relationships with corporate clients.
- Act as first point of contact for all enquiries, meeting with prospective clients for site visits as required
- Work with the exhibitions team and executive to effectively accommodate requests within achievable and reasonable programming expectations
- Continually communicate venue hire information in a timely manner to all ACCA staff
- Coordinate venue hire arrangements including liaison with clients and service contractors, scheduling of bookings, co-ordination of casual staff and internal communication
- Produce and manage venue hire contracts, costs, services and procedures
- Communicate corporate leads through venue hire to the Corporate Partnerships Manager in order to optimise sponsor opportunities
- Develop strategies to promote venue hire to potential clients and meet income targets

## **3. Mailing list**

- Maintain and regularly review and update ACCA database for both VIP and general event mailing lists
- Update individual information on VIP database such as attendance at functions and related record keeping
- Prepare mail labels for mail outs
- Liaise with The Visitor Services and Volunteer Manager to organise volunteers and oversee mailouts for ACCA events
- Mail merge and printout VIP letters for events and other correspondence

## **SELECTION CRITERIA**

### **Qualifications and Experience**

- Proven track record in event management essential
- Relevant and demonstrated administrative experience essential
- Budget management skills essential
- Database management skills essential
- Previous relationship management experience in the fields of sponsorship and/or donations desirable
- Experience working in an arts organisation desirable
- Strong computer skills (Mac, Word and Excel)

### **Personal Attributes**

- Ability to work effectively, flexibly and collaboratively within a small staff team
- High level efficiency, systematic ability and attention to detail
- Strong problem solving abilities and initiative
- Good communicator
- Excellent personal presentation
- Willingness to undertake out of hours work as required
- Drivers licence and own car desirable