



## Venue Manager – Beaumaris (Casual contract)

> Reports to Club Sport Manager

> Reports NIL

**\*Work hours are flexible based on required tasks, inclusive of weekends, nights and public holidays.**

### > Job Goal

- Work with volunteers and administrators of sporting clubs utilising Beaumaris facilities
- Work with Beaumaris Secondary College and sustain good working relationships
- Manage the operations of the venue
- Maintain good relationships with the local community
- Ensure the Beaumaris facilities are consistently upheld to a high standard

### > Accountabilities

#### > Policy and Planning

- Ensure processes, policies and procedures that are consistent with MCC's existing documentation.
- Work with MCC facility staff to ensure facility management is logged and communicated to key stakeholders
- Ensure the tasks aligned with the role of nominee of the liquor license are upheld
- Ensure all compliance documents, such as liquor licence and canteen management are up to date and submitted in a timely manner

#### > Organising and Operating

- The primary responsibility of the role is to manage the Beaumaris sporting facility on behalf of the MCC and also be the nominee of the liquor license.
- Manage all stakeholders in a harmonious way to ensure high levels of efficiency and service delivery on a day to day basis.
- Ensure that the facilities at Beaumaris are maintained to a high standard.
- Coordinate the booking, planning and execution of events for both internal and external customers at Beaumaris facilities. Coordinate the booking of facilities and planning of activities Beaumaris to maximise its utilisation while ensuring that the needs of all customers, members and stakeholders are considered.
- Liaise with the members, customers and various stakeholder groups based at the Beaumaris facilities, inclusive of Beaumaris Secondary College to maximise utilisation of facility for benefit of members and participants
- Develop and finalise user agreements for MCC sports and other stakeholders who will utilise the Beaumaris facilities.
- Work closely with MCC Outside Venues Operations Manager on venue usage

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## POSITION DESCRIPTION



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### > Monitoring and Control

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- Ensure bookings are taken in a timely manner and the overarching calendar for the Beaumaris venue is managed well
- Attend monthly operations meetings with Beaumaris Secondary College and represent MCC at any required meetings with key stakeholders
- Comply with MCC OH&S requirements and take reasonable care for own safety and the safety of others, including patrons, staff, contractors etc. who may be affected by their actions.
- Comply with all statutory and legal requirements

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### > Personal Interaction

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- Primary liaison is with the Club Sport Manager in regards to all deliverables of the Venue Manager – Beaumaris role.
- Ensure strong relationships are maintained with tenants
- Liaise with stakeholder groups on booking and use of facilities at Beaumaris, plan events and provide support to their various sporting and recreation activities.
- Work with Beaumaris staff to provide efficient and effective services to members, customers and other stakeholders.
- Establish a good relationship with Beaumaris Secondary College personnel and community to ensure operations and maintenance of site can be effectively implemented.

### > Qualifications and Skills

- Considerable experience in similar roles managing licensed sporting and recreational facilities is preferable
  - Current working with children and police check are mandatory.
  - Responsible Serving of Alcohol certificate, along with any other license or certificate required in operating a licensed facility
  - A positive public presence and an assured style, operating as the face of the Beaumaris facility for MCC.
  - Business acumen, including a strong understanding of financial reporting and managing in a Club environment.
  - Ability to develop and maintain strong and positive working relationships with members, stakeholders, other MCC management and staff
  - Professional approach to dealing with customers, suppliers, and other external stakeholders
  - Computer literacy and the ability to effectively learn and utilise systems
  - Strong organisational and leadership skills
  - A positive and engaging approach, with an appreciation of club sport and its contribution to the local community
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