EVENTS SALES COORDINATOR POSITION DESCRIPTION

AUGUST 2016

POSITION CONTEXT

Purpose
The Events Sales Coordinator is responsible for promoting Brisbane Powerhouse's events business, responding to and converting event venue inquiries to sales.

Reporting Relationships
The Event Sales Coordinator reports to the Senior Events Manager. Peer positions are Events Coordintor and Weddings and Events Coordinator.
Casual Technical Staff may report to the Events Sales Coordinator.

Financial Delegation

The Event Sales Coordinator role does not have a financial delegation.

KEY ACCOUNTABILITIES

- Respond, negotiate and book conference and event business for Brisbane Powerhouse.
- Prepare quotations and event budgets for event business.
- Conduct client site inspections, entertain clients and participate in relevant promotional events.
- Ensure all inquiries and opportunities are followed up and where possible converted.
- Ensure all correspondence is carried out to a high professional standard and in a timely fashion.
- Discuss event requirements with the customer and suggests options for customers consideration to ensure the event is successful.
- Maintain relationships with internal and external suppliers including catering, beverage, styling, equipment, theming and other external event companies.

SELECTION CRITERIA

- Demonstrated experience in negotiating and converting event sales.
- Results driven and customer service focussed.
- Demonstrated experience in administrative roles with a requirement for attention to detail.
- Knowledge of events and functions industry.
- Analytical and problem solving skills with ability to demonstrate initiative when required.
- Good time management skills and ability to effectively manage competing priorities and commitments.
- Well developed written and oral communications skills with the capacity to provide high quality customer service to diverse clients.
- Outcome focused with the ability to identify and contribute to value added services.

- Open C class driver's licence.

Desirable

- First Aid Certificate
- Responsible Service of Alcohol
- OLGR Approved Manager
- Sound Food and Beverage knowledge
- Ungerboeck (EBMS) Experience highly regarded

SELECTION CRITERIA

To appy for this role, please forward a cover letter addressing the Selection Criteria and your curriculum vitae to our Senior Events Manager, Emma Millers at emmam@brisbanepowerhouse.org.

Applications for this role close at 5pm on Friday 9 September 2016.