



ABOUT THE WESTERN AUSTRALIAN MUSEUM

The Western Australian Museum aims to inspire people to explore and share their identity, environment, culture and sense of place, and to contribute to the diversity and creativity of our world.

The Museum preserves, documents and shares collections relating to the State's natural and cultural heritage. It collaborates with people across Western Australia to share the stories and voices of diverse communities. It works alongside national and international organisations, contributing to global research, promoting life-long learning, and developing and hosting world-class exhibitions.

Established in 1891, it has evolved over the past 130 years to become a vibrant centre of inspiration, learning and enjoyment for all Western Australians, as well as the primary home of the State's natural science and cultural heritage collections.

Today, the Western Australian Museum has seven public locations and provides inclusive spaces where people can explore what it means to be Western Australian. It also has a Collections and Research Centre that houses more than eight million objects which are safeguarded for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC). The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

To inspire and challenge people to explore and share their identity, culture, environment and sense of place, and to experience and contribute to the diversity and creativity of our world.

VISION

To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world.

VALUES

- Accountable
- Inspirational, Inclusive and Accessible
- Enterprising and Excellent
- Sustainable
- We recognise Aboriginal and Torres Strait Islander people as the first peoples of Australia.



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

DETAILS

Position Title

Coordinator Functions and Events

Position Number

14725

Classification Level

4

Award/Agreement

Public Service Award 1992 / PSCA 2019

Directorate

Engagement

Branch/Team

Operations

Physical Location

WA Museum – Boola Bardip

REPORTING RELATIONSHIPS

Position reports to

Manager Perth Museum, L7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

The Functions & Venue Coordinator manages the Museums functions and venue operations, including liaison, with the Museum's catering vendor, to ensure an effective and efficient commercial operation, meeting the requirements of clients and the WA Museum.

Works in collaboration with the contracted Caterer to implement sales and marketing strategies and activities to increase business levels for the venues. Acts as the liaison between the Caterer and other areas of the museum operations, to ensure a successful event.

STATEMENT OF DUTIES

Venue Hire and Event Management

1. Liaise and coordinate with the contracted Caterer to manage venue availability, Museum resources and the event management for all events.
2. Provide excellent customer service for internal and external clients responding to their needs in a professional, courteous and friendly manner.
3. Develop strong working relationships with the contracted Caterer for the successful delivery of events that meet the needs of visitors.



4. Manage the development and implementation of business plans, policies and procedures for the hiring of the venues to achieve maximum use and revenue.
5. Ensure the function venues operation with due regard to public safety, and comply with all health, safety and statutory regulation, including the Liquor Licencing Act.
6. Liaise and negotiate with staff to ensure a high-level function experience for clients.
7. Ensure management of function is in accordance with the Museum's safety and security requirements.
8. Accurate processing of sales associated with functions and events.
9. Meet Museum Sponsor obligations in respect to venue hire benefits.
10. Co-ordinate usage of the venues to ensure Western Australian Museum Perth initiated programs and activities, including sponsorship obligations, in integrated in a balanced manner.
11. Coordinate, plan and oversee internal events, such as exhibition launches, workshops and conferences.

Sales & Marketing

12. Develop strategies to promote and increase business levels for the WA Museum's venues.
13. Initiate and maintain relationship with relevant industry association and professional conference manager.
14. Work collaboratively with the Caterer to seek new business opportunities.

Financial & Administration

15. Oversee the invoicing of clients and caterers including the regular reconciliation of bonds/deposits and follow up of amounts owed.
16. Monitor and ensure that the contracted Caterer complies with contractual requirements.
17. Develop and monitor maintenance plans to ensure that function venues furniture and fittings are well maintained.
18. Develop and monitor event run sheets.
19. Provide information and report to the Manager WA Museum, Perth as required.

Other duties as required with respect to the scope of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the DLGSC Code of Conduct;



- Comply with applicable DLGSC policies and procedures, WA Museum policies and procedures, and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential

1. Knowledge and substantial experience in coordinating functions and events for the corporate and social markets.
2. Well-developed, results driven sales and marketing skills related to the function and conference markets.
3. High-level interpersonal, verbal and written communication skills to allow effective liaison with a wide range of people.
4. Ability to manage contractors, including effective contract management.
5. Strong organisational, attention-to-detail, problem solving and decision-making skills.
6. Ability to work independently and as a team player.
7. Knowledge and experience of computerised booking systems.
8. Well-Developed financial and resource management skills.

Desirable

1. Background and/or interest in Museum's and Cultural institutions.
2. Responsible Service of Alcohol trained

KEY RELATIONSHIPS/INTERACTIONS

Catering Contractor, Clients, Museum and Catering staff, Audio Visual service contractors, Manager Perth Museum, Operations Manager. Various Internal and External stakeholders from tourism, arts and media and general public.

SPECIAL CONDITIONS

Will be required to occasionally work outside normal business hours and minor physical tasks.



APPOINTMENT IS SUBJECT TO

1. Eligibility to Work in Australia.
2. A current National Police Certificate is required as per DLGSC screening policy.

TRAINING

1. Complete induction within three months of commencement.
2. Complete any training specific to the role required by Departmental or WA Museum policy.
3. Complete the Department's Accountability and Ethical Decision Making training within six months of appointment.

