# ABOUT THE WESTERN AUSTRALIAN MUSEUM

The WA Museum’s mission is to inspire curiosity to explore the past, question the present and shape the future.

Our work is diverse and collaborative; it is local, national and global. We aspire to be valued, used and admired by all Western Australians and the world.

WA Museum manages eight locations throughout Western Australia, including the award winning Boola Bardip in Perth Cultural Centre. We have a team of dedicated curators undertaking a wide range of research and caring for more than eight million objects for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC).

Respectful Inclusive Accountable Enterprising

Recognition of Aboriginal

and Torres Strait Islander peoples as the First Peoples of Australia

**OUR VALUES**

Inspiring curiosity to explore the past, question the present

and shape the future.

**OUR MISSION**

# ORGANISATIONAL PILLARS

**1**

**2**

**3**

**4**

An informed and engaged community working together for a better future.

**OUR VISION**

|  |  |  |  |
| --- | --- | --- | --- |
| Sustainability | At the Heart of the Community | Aboriginal and  Torres Strait Islander Peoples | State-wide |

**DETAILS OF THE POSITION**

## Position Title

Functions and Events Producer

**Classification Level** Level 4 (L4) **Directorate** Engagement **Physical Location(s)**

WA Museum Boola Bardip Perth

## Position Number

14725

## Award/Agreement

Public Service Award 1992/PSCSAGA

## Branch/Team

Engagement Perth

# REPORTING RELATIONSHIPS

## Position reports to

Manager, WA Museum Boola Bardip, L7

## Positions reporting to this position

* Nil

# PURPOSE OF THE POSITION

The Functions & Events Producer devises and delivers the Museum’s high profile events. The role oversees venue functions, including the venue operations, by liaising with the Museum’s catering/event vendor, other event contractors, and Museum operations staff to ensure the delivery of high-quality functions for clients. The implementation of sales and marketing strategies is also undertaken by this position, in conjunction with the Museum's catering/event vendor. This role oversees the event planning, and the delivery of the resources are captured in the event booking software and the role ensures training in use of this software is undertaken by all relevant staff.

# STATEMENT OF DUTIES

## Venue Hire and Event Management:

* Liaise and coordinate with the contracted Caterer to manage venue availability, Museum resources and the event management for all events.
* Provide excellent customer service for internal and external clients, responding to their needs in a professional, courteous and friendly manner.
* Develop strong working relationships with the contracted Caterer and other event and AV suppliers for the successful delivery of events that meet the needs of event clients and attendees.
* Manage the development and implementation of business plans, policies, and procedures for the hiring of the venues to achieve maximum use and revenue.
* Ensures the function venue’s operation with due regard to public safety, and that it complies with all health, safety and statutory regulations, including the Liquor Licensing Act.
* Liaise and negotiate with staff to ensure a high-level function experiences for clients.
* Ensure the management of functions is in accordance with the Museum’s safety and security requirements.
* Accurate processing of sales associated with functions and events.
* Meet Museum Sponsor obligations in respect to venue hire benefits.
* Co-ordinate usage of the venues to ensure internal programs and activities, including sponsorship obligations, are integrated in a balanced manner.
* Coordinate, plan and oversee internal events, such as exhibition launches, workshops and conferences. This includes the sourcing of event vendors.
* Develop strategies to promote and increase business levels for the hire of the WA Museum Boola Bardip venue spaces.
* Initiate and maintain relationships with relevant industry associations, conference and event planners.
* Work collaboratively with the Caterer to seek new business opportunities.

## Financial and Administration:

* Oversee the invoicing of clients and caterers, including the regular reconciliation of bonds/deposits and follows up of amounts owed.
* Monitor and ensure that the contracted Caterer complies with contractual requirements.
* Develop and monitor maintenance plans to ensure that function and event furniture are well maintained.
* Develop and monitor event Run sheets.
* Provide information and report to the Manager WA Museum, Perth as required.
* Other duties as required with respect to the scope of the position.

# WORK RELATED REQUIREMENTS

## Essential

1. Knowledge and substantial experience in coordinating high profile and large scale 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 with strong administrative skills including financial and resource management.

# SPECIAL CONDITIONS

* + Will be required to occasionally work outside normal business hours.
  + Minor physical tasks will need to be performed.

# APPOINTMENT IS SUBJECT TO

* Eligibility to Work in Australia.
* A current (within six months) National Police Clearance Certificate.