



OPERATIONS COORDINATOR

REDLAND PERFORMING ARTS CENTRE

Permanent Full Time

\$54,324 to \$58,260 p.a. + up to 12% super

Simultaneous Advertisement

Redland City Council is an innovative and progressive local authority east of Brisbane, including Cleveland, Capalaba, North Stradbroke Island and Southern Moreton Bay Islands.

The job...

The Redland Performing Arts Centre will cater to a broad range of community groups and present an annual program of high quality professional performances.

As an integral part of Redland Art Centre team, you will administer & coordinate the day to day operations of the Centre, with a focus on venue hire services, supervision of ticketing/box office, event financial and general administration. Working closely with the Centre's Front of House Coordinator you will support the coordination of hospitality services, including rostering staff & coordinating stock control to ensure the delivery & coordination of all key services to support events & activities at the Centre.

The applicant...

- A background and experience in venue, events or facilities operations
- A sound understanding of the performing arts and entertainment industry including, event ticketing, production, hospitality/catering services and venue management
- Effective interpersonal skills with a customer service focus and a proven ability to work as part of small team
- Sound financial, administration skills and experience with supervision of operational staff
- Knowledge of workplace health & safety , including risk assessment especially in a modern venue and facilities environment

Applicants must possess a current Queensland "C" Class Driver's License.

In return we offer...

Flexible working arrangements, generous superannuation scheme, salary sacrifice of superannuation, study assistance, Recognition of Service after 5 years of employment, Wellness Programs, Social Club, Employee Assistance Program, free car parking (limited spaces), generous maternity and long service leave, 4 weeks annual leave plus 17.5% loading and 15 days personal leave p.a. (leave not applicable to casual employees), plus much more!

To apply...

Applicants must submit a cover letter, resume and separate statement addressing selection criteria. Please visit our website for more information on how to address the selection criteria.

All relevant documents can be accessed via our website www.redland.qld.gov.au or can be requested by calling (07) 3829 8435. To apply for this position (**RAC002**) please post to Redland City Council, People & Change, PO Box 21 Cleveland QLD 4163 or access our website www.redland.qld.gov.au. Specific information on the position can be obtained by contacting **Lisa Trelvelick** on **(07) 3829 8135**. Applications for this position close on **17 February 2012**.

Recruitment Agencies please note - unsolicited resumes will not be accepted.