

POSITION DESCRIPTION



Major Events
Manager

Permanent Full time
Role

Overview of Role

Introduction:

The Royal Geelong Yacht Club hosts a number of Major Events, including the annual Festival of Sails, the biennial Wooden Boat Festival of Geelong, as well as numerous state, national and world regatta championships each year.

This role oversees the RGYC Events team and supports the functional committees of each event as well as providing executive level support to the team and RGYC General Manager and Board.

Objective:

To oversee and manage the RGYC Events team, ensure that critical success factors and event goals are met and to continue to grow the Major Events hosted by the Royal Geelong Yacht Club in line with the strategic plan. This role also provides executive level support to the RGYC General Manager and Board.

Reporting to:

RGYC General Manager

Direct Reports:

Event Operations Manager
Administration Officer (in relation to events)
Commercial Partnerships Manager (in relation to events)
Finance Administrator (in relation to events)
Marina Manager (in relation to events)
Sailing Manager (in relation to events)

Key Stakeholders:

RGYC Board
State Government of Victoria
City of Greater Geelong
Major Event Sponsors

Days of work:

40 hour per week with flexible hours to suit the needs of the job, over 5 days per week, (Monday to Friday), but with extensive and variable hours in the lead up to and during any Major Event hosted by RGYC

Salary, Superannuation and entitlements:

Annual salary paid fortnightly into account of choice.
Statutory superannuation paid into fund of choice.
4 weeks annual leave
Personal leave and other entitlements in accordance with the relevant Award and conditions
Time in Lieu hours provided for any overtime worked above 40 hours per week
Phone provided by RGYC for work use

Job/Task Profile

To oversee and manage the RGYC Events team and to continue to grow the Major Events hosted by the Royal Geelong Yacht Club in line with the strategic plan

- Overall management of Major Events hosted by the Royal Geelong Yacht Club
- Leadership of Major Events team including setting strategy and long-term vision
- Responsible for meeting critical success factors and event goals
- Management of finances for major events, including budgets, purchase orders, transactions and reports referenced against the budget
- Management of overall events marketing, social media and advertising, in consultation with event contractors
- Management of overall progress of all RGYC hosted major events
- Identification and implementation of existing and emerging technologies relating to events
- Coordinate and manage principal contractor agreements
- Coordinate and manage event photography and contracted media
- Coordinate and manage media, marketing and PR for major events
- Governance of Major Events meetings including generation & distribution of meeting schedules, agendas, minute taking and compiling minute reports.
- Support the RGYC Board through administrative assistance, particularly around monthly meetings in schedules, agendas and minutes.
- Generate monthly reports on Major Events status for the RGYC Board and other Major Event committees as required
- Management of staff involved in Major Events
- Coordination and overall responsibility for volunteers involved in Major Events
- Coordinate and manage siteholders for Major Events such as Festival of Sails and Wooden Boat Festival, including generating progress reports
- Coordinate and manage presentation of trophies/awards, Master of Ceremonies and Guest Speakers
- Liaise with contracted media and marketing team to coordinate management of Media Centre for Major Events as required
- Coordinate and manage funding applications to council, state government and any other parties as required
- Liaise with State Government and City of Greater Geelong to coordinate measurement of events as required
- Coordinate and manage event surveys, including generating reports, outcomes and recommendations
- Coordinate and manage overall event entertainment plans
- Provide administration assistance to the General Manager as required

Skills and competencies

- Event Management experience (Required)
- Demonstrated experience in managing staff (Required)
- Experience in social media management and basic marketing skills (Required)
- Knowledge and experience of Accounting software and budgeting (Required)

- Experience with the Micropower accounting package (Desired)
- A diligent attention to detail is essential
- Ability to work with external contractors to deliver required outcomes (Required)
- Ability to converse with all customer levels in a polite and systematic manner (Required)
- Experience in dealing with changing interpersonal situations (Required)
- An evidence-based willingness to embrace rapid change, being solutions focussed and actively promote and follow a continuous improvement process. (Required)
- High level written and oral communication skills, including minute taking and report generation. (Required)
- Excellent people, time and event management skills. (Required)
- Competency in computers – Microsoft office, particularly word, excel and power point (Required) and simple design software, eg Canva (Desired)
- Knowledge and experience of changing technologies in the events industry (Desired)
- Self-motivated, ideas driven, team player/leader (Required)

Our Club Values

- **UNITY**
Members will be unified by decision-making based on consensus and through open and regular communication.
- **RESPECT**
All members will listen to and acknowledge feedback, and treat each other as equal. We will all conduct ourselves by agreed standards, and be positive in our thoughts and actions.
- **ACCOUNTABILITY**
Members and staff will be responsible for their actions by following clear procedures, goals and guidelines.
- **PROGRESSIVE**
We will pursue an innovative and transformational path, ensuring that our decisions are informed and balanced.
- **OPEN**
We will be transparent in our decisions and communication to and amongst members. We embrace community involvement with the Club.
- **MARITIME SPIRIT**
Maritime Spirit We will respect and celebrate our traditions, yachting history and the maritime spirit and leave a legacy for future generations.