

POSITION DESCRIPTION



Major Events
Operations
Coordinator

Full Time – Fixed Term
Contract

Overview of Role

Introduction:

In 2020 the Royal Geelong Yacht Club (RGYC) will host a number of Major Events. In addition to the annual Festival of Sails and the biennial Wooden Boat Festival of Geelong, the club will host 4 x World Championships, 2 x Oceania Championship and 3 x National Championship events.

The Major Events Operations Coordinator will join the RGYC events team on a Full Time Fixed Term contract to plan and execute the Operational elements of each Major Event for the 2019 / 2020 season.

Reporting to:

Major Events Manager

Direct Liaison:

Sailing & Regatta Manager (in relation to events)
Commercial Partnerships Manager (in relation to events)
Marina Manager (in relation to events)
Marketing & Communications Coordinator (in relation to events)
Sailing Administrator (in relation to events)
Finance Administrator (in relation to events)

Key Stakeholders:

Event Contractors
City of Greater Geelong
Major Event Sponsors

Days of work:

The position is Full Time in a fixed term role and will commence as soon as possible in August 2019 and run until end of April 2020.

Due to the nature of the role, extensive and variable hours may be required in the lead up to and during each Major Event hosted by RGYC.

Salary, Superannuation and entitlements:

An annual salary will be paid pro-rata for the contracted period and paid fortnightly into account of choice.

Statutory superannuation paid into fund of choice.

Statutory annual leave accrued pro-rata for the contracted period.

Personal leave and other entitlements in accordance with the relevant Award and conditions.

Time in Lieu hours provided for any overtime worked above 38 hours per week

Job/Task Profile

To plan and executed the operational and logistical elements of the Major Events hosted by the Royal Geelong Yacht Club over the 2019 / 2020 season.

- Site Planning - work with key stakeholders to design and maintain site-plans for all Major Events with a focus on establishing efficiencies between events.
- Infrastructure & Contractors - collate infrastructure requirements across all events, prepare scope of works and take to market to secure services in line with budget.
- Production Schedule - develop and own the operational production schedule (bump-in / bump-out) for full event period.
- Event Permitting – work with Major Event Manager to secure relevant permits for each event.
- Health & Safety – work with Major Event Manager & the Sailing & Regatta Manager to create & update Health & Safety documentation for each event.
- Equipment & Procurement – oversee RGYC event equipment and work with the Major Events team to scope and procure any additional items.
- Signage Planning and Delivery – work with Commercial Partnerships Manager and Major Events Manager to coordinate event signage requirements.
- Site Operations - coordinate the site operations and logistics across all major events including the bump in / out period.
- Staff Coordination – coordinate the operational staff involved in Major Events eg. suppliers, volunteers and contractors.
- Operational Cost Control – work with the Major Events Manager to ensure services are secured in line with budget and process payments in a timely fashion.
- Site Holders - coordinate the operational elements for all siteholders at Major Events.
- Hospitality Planning – liaise with the event Hospitality lead to support their operations.
- Event Entertainment – work with Major Events Manager to coordinate and manage overall event entertainment plans.

Skills and competencies

- Operational experience in event management – specifically in a sporting, entertainment or mass participation field (Required)
- Tertiary Qualification in Events or Sports Management (Desirable)
- Demonstrated experience in managing staff on event site (Required)
- Demonstrated experience working with external contractors to deliver required outcomes (Required)
- Ability to work through all phases of the event lifecycle.
- Ability to converse with all customer levels in a polite and systematic manner (Required)
- Self-motivated, ideas driven, team player/leader (Required)
- Experience in dealing with changing interpersonal situations (Required)
- A diligent attention to detail (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 (Required)
- Excellent people, time and event management skills (Required)
- Competency in computers – Microsoft office, particularly word, excel and power point (Required) and publishing software (Desired)

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.