



## POSITION DESCRIPTION

Position:	<b>Event Sales Coordinator</b>
Reports To:	<b>Events and Partnerships Manager</b>
Location:	<b>Brisbane Powerhouse, Yagara Country, New Farm Q 4005</b>

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We acknowledge the Jagera/Turrbal peoples, the First Nation Traditional Owners of the land on which we gather. We pay respects to all Elders, past and present, and acknowledge the young leaders who are working beside our Elders in our cultural industries.

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## BRISBANE POWERHOUSE

### About Us

A magnificent power station of the 1920s reborn as an arts centre on the Brisbane River (Maiwar), **Brisbane Powerhouse** is a destination for contemporary culture and art.

With over 1,750 performances and events each year, we offer a program of music, theatre, comedy, dance, film, visual arts, in-conversation, and the digital arts.

Brisbane Powerhouse features two main stage theatres, three smaller performance venues, gallery spaces, two restaurants and bars (**Bar Alto** and **Mary Mae's Bar + Kitchen**), **Powerhouse Store**, corporate facilities, and one of the best river views in Brisbane. Brisbane Powerhouse produces significant festivals and events, including **Brisbane Comedy Festival**, **MELT Festival**, **OHM Festival of Other Music**, and **Night Feast**.

Brisbane Powerhouse is a Brisbane City Council-owned venue.

## POSITION SUMMARY

The Event Sales Coordinator role is responsible for providing administrative support services to promote and execute various events, catering and corporate functions at Brisbane Powerhouse.

## KEY ACCOUNTABILITIES

- Respond, negotiate and book commercial and private event business for Brisbane Powerhouse.
- Prepare quotations and event budgets for event inquiries
- Conduct client site inspections, entertain clients and participate in relevant promotional events
- Ensure all inquiries and opportunities are followed up and where possible converted to confirmed



business.

- Ensure all correspondence is carried out to a high professional standard and in a timely fashion.
- Discuss event requirements with the customer and suggests options for customers consideration to ensure the event is successful.
- Contribute to the effective promotion of various events, catering services, and corporate functions, assisting in attracting attendees and clients
- Keep accurate records of event-related information, contracts, schedules, and correspondence, contributing to an organised and efficient event management process
- Support building and maintaining positive relationships with clients, addressing inquiries, and ensuring their needs are met throughout the event process
- Work closely with cross-functional teams, including event planners, marketing, and operations, to ensure a coordinated effort in delivering successful events
- Gather feedback from clients and attendees after events, contributing to continuous improvement in event quality and customer satisfaction
- Ensure that all events and related activities align with Brisbane Powerhouse's policies, guidelines, and regulations
- Adapt to changing event requirements and contribute to ad hoc tasks as needed to support the overall success of events

## **KEY CAPABILITIES**

### **Knowledge, Experience and Skills**

- Skill in establishing and nurturing relationships with clients, vendors, and internal stakeholders to create a collaborative event environment
- Demonstrated experience in negotiating budget related conversations, upselling and converting inquiries to confirmed business.
- Ability to efficiently manage multiple tasks, prioritise responsibilities while maintaining a high attention to detail
- Strong written and verbal communication skills to effectively interact with clients, team members, vendors, and stakeholders
- Ability to represent the organisation while conducting client site inspections, entertaining clients and participating in relevant promotional events
- Aptitude for identifying potential challenges, addressing issues as they arise, and finding practical solutions to ensure events proceed smoothly
- Flexibility to adjust to changing event requirements, client preferences, and unexpected circumstances while maintaining composure and efficiency
- Ability to work harmoniously within a cross-functional team, contributing positively to group dynamics and collective event success
- Dedication to providing exceptional customer service, meeting client needs, and ensuring a positive experience for all event attendees
- Competence in using relevant software and tools, including event management software, Microsoft Office, and communication platforms



- Capability to contribute innovative ideas and concepts to enhance event promotion, design, and overall attendee experience
- Capacity to remain composed under pressure, handle tight deadlines, and manage unexpected challenges with a positive attitude.
- Understanding basic budget management principles to assist in cost-effective event planning and execution
- A proactive approach to taking ownership of tasks, seeking opportunities for improvement, and contributing positively to the overall event process

## KEY RELATIONSHIPS

**Internal:** Event Planners, Production, Marketing and Precinct Operations Teams

**External:** Clients and Customers, Vendors and Suppliers, Guests and Attendees, Industry Professionals and Local Businesses

## POLICIES AND WORKPLACE PRACTICES

Brisbane Powerhouse employees must abide by the organisation's policies and procedures. It is expected that employees will:

- Uphold Brisbane Powerhouse's Values
- Be respectful towards the organisation, colleagues, clients and general public
- Act collaboratively with all colleagues
- Act safely and responsibly at all times