

Position Description

Position Title	Events and Venues Manager
Department	Community Engagement
Reports To	Director of Community Engagement
Key Reports	<ul style="list-style-type: none"> • Events and Venues Coordinator • Events and Venues Technician • Events and Venues Technician
Overview	<p>The Events and Venues Manager leads the management of venue spaces across the college and the delivery of events, ensuring that a high standard of service is offered to internal and external stakeholders. As the manager of a team of events and technical expertise, the Events and Venues Manager is a pivotal role that combines strategic leadership and stakeholder engagement while supporting and contributing to the operational activities of the team. The Events team sits within the broader Community Engagement Group, comprising Marketing and Communications, Admissions, Community Liaison and Alumni Engagement teams and hence contributes to the community engagement objectives of the College.</p>
Key Accountabilities	<p>The Events and Venues Manager is accountable for:</p> <p>Leadership</p> <ul style="list-style-type: none"> • Leading a team of events and technical specialists • Developing budgets and maintenance / replacement schedules • Ensuring Events staffing schedules are sufficient to cover event hours • Approving expenditure and staffing requests • Leading discussions across the College to guide event strategic planning and the implementation and integration of technical equipment in bookable spaces to serve event and learning outcomes • Ensuring consistency, access and standards are maintained to the benefit of all stakeholders • Build positive relationships with College stakeholders to enable collaborative approach to events and venues management that balances both strategic, technical, and operational needs • Negotiate with external clients arrangements that serve both clients and College purposes. • Support Community Engagement initiatives and provide expertise and leadership to the design and planning of flagship College engagement events, such as Open Day, Gala Ball and Sports Lunch <p>Venues</p> <ul style="list-style-type: none"> • Operational and strategic oversight and management of bookable spaces, including <ul style="list-style-type: none"> ○ All bookable spaces in the Performing Arts Centre, including the auditorium, theatrette, server, amphitheater, alto deck and foyers ○ Other venues when being used outside normal daily operations, such as Cafe45 and staffroom, College Chapel, P&F Centre, College Forecourt • Manage external event bookings for the above locations

Position Description

	<ul style="list-style-type: none"> Overseeing maintenance of theatrical and presentation equipment in bookable spaces Support and oversight of Events and Venues Technicians to provide professional technical events support in lighting, sound, staging and other areas as required to deliver a high standard of customer service to internal and external event clients. Proactively plan for improvement and upgrades to venues to ensure future needs are met and high standards are maintained <p>Events</p> <ul style="list-style-type: none"> Oversee the schedule of booking requests and hire agreements to ensure College events are delivered to a high standard and the schedule appropriately balances College needs and priorities Support and oversight of the Events and Venues Coordinator in working with event clients to design event briefs, documentation, communications, logistics and supervision Provide event management expertise to other Community Engagement teams, working collaboratively to design and deliver community events, promotional events, reunions and other events as required Oversee additional staffing as required, such as AV technicians, mechanists and support staff; including overseeing contractor engagements Monitor event financials to ensure accuracy and completeness and monitor feedback to identify and lead improvement Oversee processes around bookings, hire agreements and stakeholder management processes to ensure efficiency of administration
Committee Membership	<p>Corporate Leadership Team</p> <p>WHS Committee</p>
Selection Criteria	<p>SC1 Qualifications and Experience: A background in managing technical operations and event production in performance and functions venues of at least five years.</p> <p>SC2 Administration and Technical Skills: Demonstrated experience and skills using relevant industry systems for AV, theatrical, and venue management. Additionally high proficiency in Microsoft Office Suite, database and developing administrative processes.</p> <p>SC3 Policies and Procedures: A demonstrated ability to develop and support policies and procedures relevant to the College's WHS and compliance as well as those applying to venue and events management.</p> <p>SC4 Team leadership: Demonstrated ability to develop plans and strategies for implementation of projects and leading teams and people.</p> <p>SC5 Interpersonal skills: Excellent interpersonal, relational and communication skills, with the ability to build positive relationships and engage diverse stakeholders</p> <p>SC6: A commitment to meeting quality standards; and the willingness to update skills and knowledge on a regular basis.</p>

Position Description

	<p>SC6: Strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change.</p> <p>SC7: The ability to work in a team environment and support for the Christian ethos of the College.</p> <p>SC8: Must have a current Blue Card; or be eligible to apply for a Suitability Card for working with children.</p>
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Position Description

Hours of Duty	Full time, permanent Hours: 8.00am-4.00pm Monday to Friday, which will vary according to event schedule, including occasional outside normal working hours, weekends and public holidays
Terms and Conditions	Classification – School Officer Award Level 7 Salary – [refer to Enterprise Agreement]. Tenure – Full time, in person Terms and Conditions – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i> .
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road INDOOROOPIILLY QLD 4068

Professional Behaviours	Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff. Uphold Code of Conduct and Valuing Safe Communities standards. Actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College’s intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> , and take the responsibility to maintain currency with these.
Compliance Requirements	Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other relevant information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and

Position Description

	producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i> .
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Further information about St Peters can be found at www.stpeters.qld.edu.au

Dated 10 April 2025