

Venue Operations Manager- Casual or Permanent Part Time

Venue Management Services (VMS) is a leading provider of venue and facility management solutions to local councils and state governments around Australia.

VMS is expanding and requires the services of a casual **Venue Operations Manager** at a multi-purpose venue located in Western Melbourne.

- Casual position- Western Melbourne location
- Multi-purpose venue incorporating function rooms and a 900 seat auditorium/ 450 banquet style
- Ability to have a significant impact on this growing business
- Fabulous career move for an ambitious professional
- Reporting to the VMS General Manager
- Please ensure you tailor a cover letter outlining your suitability for the position.

You will be a passionate team player able to bring the following experience and qualifications to the position:

- Minimum 3 years plus 'hands-on' supervisory or managerial experience in the hospitality/ events/ venue industry- local community venue experience beneficial
- Proven ability to manage successful venues
- Exposure to financial management including profit and loss accountability
- Exposure to multi-faceted venues including retail café/ bar operations/ performing arts venues/ special events
- Previous staff management experience and skills including direct management of casual labour
- A true leadership style in the way you manage the venue
- A sound knowledge of quality food and beverage
- Be able to form part of a management team and communicate effectively- both written and verbally
- Excellent computer skills across Microsoft and 'point of sale' applications
- Innovative approach to new ideas and operations- ability to think 'outside the box'

The Venue Operations Manager will be directly responsible for:

- Management of all venue hire spaces including the main auditorium, function rooms retail kiosk and bars
- Overall facility management oversight including cleaning, security and Workplace Health and Safety requirements
- Technical operations including equipment, maintenance and operation

- Staff management (full time and casual staff)
- Ability to prepare and report on event financials such as cost of goods, wages labour and profitability

Essential personal skills and attributes required:

- Goal orientated with visible energy, passion and enthusiasm for everything you do and strong interpersonal skills
- Absolute customer focus
- Intrinsically motivated with the ability to work unsupervised
- Highly organised with intense 'attention to detail'
- Excellent standards of personal grooming and dress

This role requires flexible working hours including weekend and evening work.

If this sounds like you (or someone you know) please send VMS a customised cover letter detailing why you are the best candidate along with your detailed CV

Please note the following:

- No phone calls- written submissions only
- Only permanent Australian residents will be considered for the position- we do not hire people on temporary visas
- Only-shortlisted candidates will be contacted

You will be asked the following questions when you apply:

- Are you eligible to work in Australia?
- How many years experience do you have in a similar role?
- What is your expected hourly rate?
- Do you have a relevant degree or tertiary qualification?
- Please tell us about your greatest achievement in your working/ professional life and please provide plenty of what/ how and why detail.