

Venue, Event & Front of House Services Coordinator

Maternity Leave replacement

Full-time appointment for 12 months

The Drum Theatre City of Greater Dandenong

The Drum Theatre, based 30 minutes from the Melbourne CBD, is the City of Greater Dandenong's home of the performing arts, celebrating and enhancing our great city with an exciting and diverse range of high quality professional theatre, dance, music and comedy delivered by Melbourne and Australia's leading producers and professional performing arts companies.

A rare opportunity exists to join our team (12 months maternity leave cover) and be part of The Drum's exciting growth and achievements. We are seeking a full-time Venue, Event and FOH Services Co-ordinator with the inspiration and passion to continue the delivery of all venue services to hirers of the theatre and users of the facility and to oversee all FOH operational aspects of the venue.

Reporting to the Director, Cultural Facilities, you will have responsibilities that include client management, performance and event coordination, venue bookings (using event management software), and providing overview and co-ordination of all aspects that contribute to successful events and satisfied customers. The successful applicant will have strong administrative and communication skills with the ability to work efficiently during busy periods.

This opportunity will suit someone with the experience of working in a thriving arts facility that is recognised for the opportunities it offers to artists, visitors and its community.

This is a full-time appointment for 12 months to cover maternity leave. An attractive remuneration package will be negotiated.

Please note that all applications must address the selection criteria.

For further information, please call Greg Hordacre on 9771 6601.

Applications close: 5.00pm, 16 August 2010