

Museum of Brisbane

Position Description

Position Title	Events & Sales Lead
Reports to	Experience Manager
Direct report	Experience Assistant (part-time)
Hours	Part Time - 3 days a week (flexibility of days will be required as some out of hours and weekend work will be necessary to fulfill this role)

ABOUT MUSEUM OF BRISBANE

This is a unique opportunity to join one of Australia's largest city Museums. Museum of Brisbane (MoB) is central to conversations about the evolving life of Brisbane, its histories and contemporary cultures.

MoB presents an award-winning program of exhibitions, events, tours and talks to encourage life-long learning. The Museum collaborates with our city's talented artists, designers, writers, historians and storytellers to create a program that reflects our contemporary culture and deepen our understanding of place.

We acknowledge the First Nations peoples of Brisbane, the Yaggara, Turrabul, Yuggarrapul Jinabara, Quandamooka and neighbouring clan groups. We are privileged to work closely with Elders, artists, writers and storytellers to celebrate and share the knowledge, art and histories of our First Nations communities.

Museum of Brisbane is home to the Museum of Brisbane Collection, which incorporates the extraordinary Easton Pearson Archive, and the historical City of Brisbane Collection (from 1859).

We value collaboration, encourage access, share knowledge, and represent distinct voices and perspectives in a lively conversation. In 2019, MoB initiated Brisbane Art Design (BAD) a city-wide bi-annual festival to celebrate and promote Brisbane's creative communities, and in 2022, MoB is produced Brisbane City Council's major outdoor art event in the City Botanic Gardens, *Botanica*

MoB is a subsidiary company of Brisbane City Council and a not-for-profit organisation that thrives on the support of visitors and our community.

Purpose of Position

This is a new position that has developed out of the higher demand for high-quality, Museum events and experiences. This role reports to the Experience Manager and leads corporate and community events at Museum of Brisbane, as well as supports the external event projects MoB are aligned with. On event days, this role will coordinate the bump in, event delivery and bump out.

General responsibilities and duties include:

- Responsible for booking and delivering events and activations for corporate and community stakeholders at the Museum
- Main point of contact for clients in regard to their events, including coordinating the events calendar/booking schedule, venue hire agreements, forms associated with events.
- Liaising with the finance team to create, distribute and track deposit and final invoices.

- Actively grow the Museum's corporate event clients through community outreach and networking
- Lead out the event and activation actions related to the Museum's public programs
- Perform the role of on the day Event Manager, liaising with all parties to ensure a smooth delivery of the event.
- Liaise with external event suppliers and maintain good working relationships
- Provide assistance during bump in and bump out including setting up chairs, tables, stages etc and packing down at end of the event
- Setup and operate microphones, projector and screens, presentations and videos (training will be provided)
- For events with a cash bar, manage bar setup, sales and pack down
- Provide leadership to the event delivery team and Experience Assistant
- Assist Experience Manager with donor support and administration including data entry
- Take all safety measures when performing duties to ensure the safety of yourself and others, and comply with Museum of Brisbane's WHS management system, Museum policies and procedures and WHS Government legislation

Selection criteria

The successful applicant will demonstrate all or most of the following:

- Demonstrated experience in event delivery ideally within an arts organization
- Excellent communication and interpersonal skills, including sound negotiation skills and the ability to communicate effectively with a range of stakeholders
- Demonstrated time management and organisational skills, including high levels of attention to detail, the ability to meet deadlines and handle competing demands without compromising standards of service and quality
- Demonstrated initiative and ability to work independently
- Ability to lead an event team and give direction whilst maintaining a calm and professional manner
- Well developed administrative and organisational proficiency within a complex environment
- A commitment to the flexible hours that are inherent in the arts

Essential

- Current RSA

This position requires a flexible approach to work practices including after hours and occasional weekend activities.