

Position Description

Position title:	Business and Events Manager
Reporting to:	Chairman, Hamilton P & A Society
Salary:	To be discussed with applicant
Employment type:	Flexible hours as agreed
Term:	Permanent
Direct Reports:	Operations Manager, Events Coordinators, Accounts Officer, Casual event staff, contractors.

Hamilton P & A Society

The Hamilton P & A Society is a member based not for profit organisation. The P & A Society conduct the region's largest event – Sheepvention. Sheepvention is a large agricultural field days and attracts 20,000 plus people to the district. Sheepvention has a reputation as one of the premier field days in Victoria.

The Hamilton P & A Society also manage hire of the Hamilton Showgrounds and Hamilton Exhibition and Conference Centre. Annually, the Society is involved in around 90 events that use these facilities.

The Hamilton P & A Society operates within government requirements regarding mandatory vaccination status.

Purpose of the position

To manage the day to day operations of the Hamilton P & A Society, Hamilton Showgrounds' venues and the Society's events.

Responsibilities & duties

Financial –

- Develop and manage budgets in conjunction with the Society Executive.
- Develop revenue streams and ensure cost optimisation throughout the organisation.
- Ensure the Society's accounts are audited and prepared for the Annual General Meeting.
- Seek and acquit grants for capital and event projects

Sponsorship and Marketing –

- Manage and maintain the Society's current sponsors and ensure they are provided with their promised benefits.
- Develop a sponsorship prospectus annually and engage new sponsors.
- Oversee all Society digital and print marketing in conjunction with the Events Coordinator.
- Manage the production of the Society's publications in conjunction with the Events Coordinators.

Membership

- Oversee the administration of the Society's membership in conjunction with the Event Coordinator.
- Coordinate the Society's AGM.
- Engage with the Society's membership and promote membership benefits.

HR and Governance

- Manage recruitment and employment of staff.
- Ensure compliance with legislative requirements for Non for Profit Organisations in conjunction with the Accounts Officer.
- Act as secretary for the Executive and Committee at official meetings.
- Liaise with Vic Ag Shows and AAFDA committees.

Business Management

- Develop and implement strategic and business plans.
- Work with the Showgrounds Users Groups and Southern Grampians Shire Council on the development of a Showgrounds masterplan.
- Ensure the smooth running of the Office facility by establishing and maintaining business and administrative processes.
- Tender for, and engage contractors.

Venue Management

- Manage the hiring of Showgrounds venues in conjunction with the Operations manager.
- Manage the maintenance and improvement of Showgrounds venues in conjunction with the Operations manager.
- Work with the Southern Grampians Shire Council and other Showgrounds User groups in the management of the Showgrounds.

Event Management

- Manage the Society's events, namely Sheepvention.
- Oversee the events competitions, exhibitions and demonstrations in conjunction with the Events Coordinators and Operations Manager.
- Ensure OHS and all legislative compliance is maintained in conjunction with the Operations Manager.
- Engage and coordinate all staff and contractors.
- Work with event committees and Convenors to deliver event content and competitions

Other duties within scope of a Business and Event Manager role, as directed by the Chairman

Key Selection Criteria

- Ability to demonstrate a firm understanding of budgeting, financial reporting, grant applications and acquittal
- Ability to effectively communicate with sponsors, members, committee representatives and other partners and agencies to achieve mutually beneficial outcomes
- Have a high level of marketing and promotional nous
- Understand and apply required level of governance in a not-for-profit setting, including OH&S and other legislative requirements
- Ability to recruit and support staff and contractors to build an efficient, proactive team, leading by example
- Ability to strategically manage large events and venues by being responsive and adaptable to a changing environment
- Have a flexible, collaborative approach to delivering the desired outcomes of the role

Qualifications and Experience

Required

A diploma or degree in Business and/or Events Management plus experience in a similar role.

Extensive experience will be considered in place of a tertiary qualification

Desirable

Experience working in the not for profit sector with volunteers and committees.
