

BALLARAT MECHANICS INSTITUTE
POSITION DESCRIPTION
VENUE & FACILITIES COORDINATOR

ROLE TITLE:	Venue & Facilities Coordinator
ORGANISATIONAL RELATIONSHIPS:	Working relationships with other staff members, volunteers and from time to time with Board members due to specific projects/tasks.
REPORTS TO:	Executive Manager
DIRECT REPORTS:	Cleaner
HOURS OF WORK	<p>The number of hours the applicant will be expected to work per week will be dependent on the frequency of occupancy of the leasable spaces within the Institute.</p> <p>As an indication only, It is expected that the position would require approximately 15 - 25 hours per week, averaged over peak and quieter times.</p>
APPROVED BY:	Board Executive
DATE:	October 2018

VISION

The activities of the Ballarat Mechanics' Institute will reflect a sense of its history while evolving over time to achieve the original objectives in contemporary ways.

MISSION

The Institute will responsibly maintain its heritage buildings and collection of print and photographic materials. It will develop and use its facilities and resources, in consultation and concert with other organisations, to enhance the cultural, intellectual, social, economic and recreational life of its members and the community

POSITION SUMMARY

The Ballarat Mechanics' Institute (BMI) is one of the grand heritage institutions of Ballarat. As well as housing library, research and historical collections, the BMI derives income from memberships, rental and the hiring its meeting rooms and performance spaces.

The overriding purpose of this position is to administer and supervise the hiring of spaces for public and private functions, events, meetings and conferences.

The position is also responsible to oversee the daily maintenance, safety, security and access of the BMI Building and its furniture, equipment and physical resources.

MAJOR OBJECTIVES

- Provide expert advice and ongoing support to clients and stakeholders, including the BMI Board, regarding the hire, cost and use of facilities and equipment.
- Oversee the BMI Bookings Calendar and schedule of events

- Ensure all clients complete and return the BMI Venue Hiring Agreement prior to hiring, and ensure clients meet all requirements including appropriate OHS and compliance standards.
- Maintain rooms and equipment to a high standard and set out rooms and equipment according to clients needs.
- Arrange venue hiring costs and bonds with clients and work with the Finance Officer to ensure timely distribution of invoices and payment of accounts.

MAIN RESPONSIBILITIES

- Plan and administer the hiring out of the Institute's leasable spaces, including:
 - quote applicable hire costs and BMI requirements for leased spaces
 - open and close spaces and the building if leased out of normal business hours
 - induct hirers regarding the facilities and all relevant conditions of hire.
 - set out rooms as per hire requests, including furniture, lighting and sound.
 - liaise with caterers and facilitate requirements of same if required by hirers
 - oversee requirements of BMI provided bar facilities if required by hirers
 - calculate Invoices / bonds and administer same in association with BMI Finance Officer
- Ensure that all areas of the Institute are in a good, clean working condition. Manage the work of the cleaning contractor or undertake any immediate cleaning as necessary
- Ensure equipment and service areas for BMI staff and members are maintained, including maintenance of office equipment, furniture and immediate IT requirements
- Act as liaison with the Executive Manager and Building Committee on programmed maintenance (for example, lighting, heating, elevator and fire safety maintenance equipment). Undertake basic maintenance as required and oversee more complex maintenance requirements undertaken by contractors
- Operate HDD/ DCI NEC Projector, Sony smart TV and Lectrum, Acoustic sound system.
- Ongoing OHS management requirements, including undertaking risk assessments on changing or new processes, and procedure and JSA development and review.
- Liaise with web site and social media contractors regarding publicity for BMI events
- Provide timely and accurate reports to BMI Board and applicable committees regarding hiring of facilities, maintenance, equipment and forward planning requirements.
- Other duties as directed by the BMI Executive Manager

SELECTION CRITERIA

- Facilities/events management experience.
- Exceptional organisational skills together with the capacity to work autonomously with limited supervision and as part of a team.
- Experience and knowledge in the use of sound and stage production and movie projector use.
- Excellent interpersonal and communication skills including a demonstrated ability to provide responsive customer service.
- Demonstrated capacity to problem solve and provide creative and effective solutions to challenges.
- Possession of a Responsible Serving of Alcohol Certificate (RSA) or undertake training.
- Possess competency with the Microsoft suite of programs.