



ADELAIDE FESTIVAL CENTRE

## Vacancy

### **Venue Sales Assistant**

- **Full time vacancy on a 2 year fixed term contract**
- **Develop your career at the heart of the arts in South Australia**
- **Based in Adelaide CBD**
- **Experienced in liaising with internal and external stakeholders**

### About the Adelaide Festival Centre Trust

Established in 1973, Adelaide Festival Centre Trust (AFCT) is the creative hub of South Australia and leading Asia Pacific cultural centre. The AFCT produces a bold, exciting and extensive program of festivals, events and performances all year round to inspire educate and entertain audiences from a variety of ages, experience and cultures. The AFCT prides itself on providing constant support, development and maintaining a positive work environment for all employees whilst upholding exceptional customer service to external organisations and patrons, as the home of performing arts in South Australia.

### About the vacancy

The Adelaide Festival Centre Trust is looking for a Venue Sales Assistant confident in liaising with internal and external hirers to execute the sales administrative process from the contract to the final settlement.

Reporting to the Venue Sales Executive, the key responsibility is to ensure all contracts are recorded and entered into EBMS (Event Business Management Software) system, provide exceptional customer service and act as a fundamental support person for the Venue Sales Executive and Commercial team. This role is available in a full time capacity for a period of two years.

If you believe this job is suited to you, don't miss this opportunity to apply!



## Responsibilities

- Entering the contract information for venue hires into the EBMS system.
- Coordinate the internal process of executing events in AFCT venues.
- Process venue contracts for external hires.
- Log opening hours of AFCT venues into EBMS.
- Receive all general venue booking enquiries, resolve and/or direct to relevant AFC personnel.
- Generate EBMS reports as required.
- Provide outstanding customer service to all stakeholders.
- Perform any other duties as directed by the Manager, within level of skills, experience and competence.

## Competencies and Skills

- Sound administrative skills including computer literacy in Word, Excel and computer databases.
- Excellent communication and interpersonal skills.
- Ability to effectively manage your time in an autonomous capacity
- Lateral thinking and problem-solving skills.
- A consultative team building style.
- Excellent attention to detail.
- Proactive, enthusiastic, results-oriented focus.

## Benefits and Culture

The Adelaide Festival Centre Trust offer a range of benefits to its employees including salary packaging, flexible working arrangements and staff price tickets to shows, festivals and productions.

The South Australian public sector supports flexible ways of working including part-time working arrangements wherever reasonably possible. The sector is diverse and desires to increase in diversity and to create opportunities for more South Australians.



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## Applications

All applications will be treated in strict confidence and must include a cover letter stating your potential contribution to this role, the relevant skills and experience you can offer Adelaide Festival Centre, together with a current resume identifying relevant career, personal and educational achievements.

For more information about the Adelaide Festival Centre and a copy of the position description, please visit the Employment page on our website: [www.adelaidefestivalcentre.com.au](http://www.adelaidefestivalcentre.com.au). Enquires can be directed to **Elizabeth Hawkins, Director – Programming, Development and Venue Sales** at [elizabeth.hawkins@adelaidefestivalcentre.com.au](mailto:elizabeth.hawkins@adelaidefestivalcentre.com.au).

**Please submit all applications via SEEK by 5:00 pm ACDT Monday 22 January 2018.**