



Corporate Hospitality and Events Executive Position Description – July 2019

Position Title	Corporate Hospitality and Events Executive	Department	Commercial and Marketing
Reports to	General Manager - Commercial & Marketing	Job Status	Part time fixed term contract until 31 November 2019. 15 hours per week with full-time hours during event week.

Why the role exists

The Corporate Hospitality and Events Executive role exists to deliver outstanding hospitality service to Rally Australia's corporate guests throughout the World Rally Championship event. In addition, the role will assist in the planning of associated activities including launch events, media days and partner workshops.

This position is for 2 days a week for a fixed term contract with full time hours expected during event week.

Event Overview

Rally Australia Pty Ltd is the Event Organiser has been granted the rights to and has agreed to stage the World Rally Championship (Event). Each Event is the Australian round of the FIA's World Rally Championship. Each Event is a motor race and comprises of a special stage, liaison stages, super special stage, service parks and pre-Event media engagements. Points are awarded in each World Rally Championship round that go towards the World Rally Championship for drivers and manufacturers. Each Event also includes a super special stage in Coffs Harbour and gala dinner in Sydney.

Duties and Responsibilities

Corporate Hospitality

- End to end project and event management of hospitality for the 2019 Kennards Hire Rally Australia, which includes for:
 - setting project timelines and budgets, database management, invitation management, design and onsite setup etc
 - manage suppliers and contractors including caterers, venue, fit out etc
 - manage end to end invitation and rsvp process
 - facilitate accurate accreditation and attendance records
 - supervise on-event hospitality activities
 - assist with media centre catering on – event
 - assist with officials after party on-event
 - assist with other functions in the lead up to the event as required

Marketing Management

- Maintain hospitality budget
- Other duties as assigned
- Comply with all occupational health and safety legislation and regulations

Performance Indicators

- Successful and high standard of event hospitality
- Hospitality within budget
- Timeframes and quality expectations
- Tasks and projects completed accurately, on time and within budget
- Accurate and timely administration

Special Considerations

- Requires some interstate travel
- Involves some after-hours support
- Requires attendance at event which may occur after hours or at weekends
- Current drivers licence required
- Preference for role to be based in Coffs Harbour

Selection Criteria

Essential

- Qualifications in Events or Hospitality Management or similar
- A minimum of 3 years' experience working in hospitality, ideally within a corporate environment
- Good business networks in the Coffs Community
- Ability to work independently and within a team environment
- Project management skills and proven ability to manage an event from concept to delivery
- Strong budget & project management skills
- Excellent communication skills
- Attention to detail
- Highly motivated and a self-starter
- Skilled in the use of Microsoft Office programs