

Position	Category	Position Description Completed
Venue Manager	Employee	3 October 2021
Reporting to/Responsible to		Authority
PLSLSC Board through Director (Commercial)		Board Appointed

## PURPOSE STATEMENT

The Venue Manager is responsible for managing the day to day running of the PLSLSC Club house.

## ROLE & RESPONSIBILITIES

The Venue Manager is responsible for:

- Reporting and providing advice to the Board regarding all aspects of venue operations.
- Responsible for the day to day running of the clubhouse, from facility management to co-ordination of SLS activities, food and beverage operations and managing of hired events.
- Overseeing and running of the bar, including supervision of any bar staff.
- Overseeing and running of the kiosk, including supervision of kiosk staff.
- Ensuring all activities fall within the requirements of the liquor licence and other council rules.
- Ensuring all activities within the Club House comply with PLSLSC policies and all relevant State and Federal legislation.
- Working with and controlling the Catering Partner(s) for kitchen and kiosk.
- Taking a proactive approach to marketing the club for hire to corporate and community groups of the meeting room and the multi-purpose / function room.
- Manage all venue bookings and ensure appropriate supervision at all events conducted at the Club House.
- Assisting with managing the Club Calendar.
- Working with the Office manager and Club executives to ensure club activities and events are effectively coordinated and support.

## KNOWLEDGE AND SKILLS REQUIRED

Essential	Desirable
<ul style="list-style-type: none"> <li>• Be an excellent communicator capable of engaging and building effective relationships, with a diverse range of people</li> <li>• Proven ability to lead, train and mentor a team</li> <li>• Working with Children's Check</li> <li>• Responsible Service of Alcohol (RSA)</li> <li>• Completed SLSA's Safeguarding Young People awareness training.</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced in function management, coordination and promotion</li> <li>• Experience within a fast-paced environment with sporadic changes</li> <li>• Experience in Marketing and communications</li> <li>• Experience in working in the not for profit sector</li> <li>• Experience in stocktakes, profit and loss reporting, and operational reviews</li> <li>• Be a current, financial member of PLSLSC</li> <li>• Minimum 5 years' experience in a management/supervisor position</li> </ul>

