

***“One APS Career...Thousands of Opportunities”***

The Australian National Maritime Museum has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background.

**M181 – Venue Operations Manager**

**Non-Ongoing full time position for a period of 12 months with a possibility of extension**

**Location: Pyrmont, Darling Harbour NSW 2009**

**APS Level 6: \$70,045 - \$82,072 plus 15.4% superannuation per annum**

**Purpose of the position:**

To manage all aspects of the museum’s venue hire and concession business. Grow the museum’s venues business (corporate and private events and commercial filming) in line with market conditions while ensuring profitable events, profitable venues or sound commercial partnerships that drive venues business and strategic museum partnerships. Promote the museum as a unique, premium and cultural venue; including sales, promotion, financial management, budgeting, cost benefit analysis and accounting practices in relation to venue operations management.

Possess a high level of oral and written communication skills for reporting purposes and the ability to handle efficiently all client and visitor enquiries and deliver events that secure repeat venues business. Manage the day to day operational requirements of supplier partnerships that facilitate venues business, incremental revenue and exceptional client and delegate venue experiences. Manage all operational aspects of the Commercial Venue Hire division to ensure the department maximises profit and delivers exceptional events.

***Applications Close: 11:30 pm AEST, Sunday, 25 June 2017***

**Contact Officer:** Bec O’Brien, Acting Manager, Commercial Services      **Telephone No:** 02 92983628

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for short listing by the Selection Committee. As part of the selection process the selection committee may invite candidates to undertake psychometric test, you should advise the selection committee if you have any special needs. Psychometric tests may be used as the initial short-listing test or later in the selection process. Some tests are very short while others may take one or more hours.

**Notes:**

This position is open to all eligible members of the community. To be an eligible member of the community you must be an Australian citizen. Applications may be accepted from Australian permanent residents who are in the process of acquiring Australian citizenship. Full position details, application requirements, selection criteria, position description and a pre-Application form are located on this website: <https://anmm.nga.net.au/cp/index.cfm?event=jobs.listJobs>

**No Applications will be accepted by mail or email.**