



Events Coordinator- Full time

Mount Isa City Council Owned Enterprises Pty Ltd
Availability to work weekends and public holidays is essential.

MICCOE are seeking a suitably experienced Events Coordinator to join our vibrant and progressive team. The MICCOE Events Coordinator is responsible for the day to day, commercial operations of events management, ensuring they are delivered in a high-quality from conception through to completion, whilst always guaranteeing that the clients brief and expectations are met.

Key responsibilities include, but are not be limited to:

- Contribute to the strategic and operations planning activities.
- Develop and implement operational plans in conjunction with the rest of the senior members of MICCOE with a planning horizon of between 1 and 2 years but focus on the day-to-day operations.
- Coordinating closely with the Food & Beverage coordinator and the technical manager to ensure that all events and activities of MICCOE are fully resourced and with exceptional food and beverage services meeting and exceeding the clients expectations.
- Event Manage and coordinate services for the Civic Centre, Outback at Isa, and Buchanan Park, including budget, resources, services and being the key contact for the event organiser
- Ensure appropriate standards, legislative and safety requirements are implemented, monitored, managed, and reported on.

To be successful for this role you will need to:

- Experience in events, guest services or operations management (including F&B operations, reservations, ticketing, guest services)
- Experience in developing and implementing operational plans, including resources and financial budgets for an array of events and venues.
- Experience in the provision of facilities management, including cleaning services and WHS.
- Demonstrated service excellence.
- Demonstrated project management skills and experience, including program planning, budget control and delivery and evaluation.
- Demonstrated ability to lead and mentor staff within a cross cultural work environment
- Exceptional communicator within the organisation and all external stakeholders.
- First Aid Certificate (pr the ability to obtain one).

Applicants may be required to undertake and pass a pre-employment medical.

Please send your resume and covering letter outlining your suitability to the Events coordinator role to:

HR@mountisa.qld.gov.au

MICCOE is an equal opportunity employer with a non-smoking work environment
Applicants must be eligible to live and work within Australia