



**VICTORIAN
PRIDE
CENTRE**

Position Description Venue and Facilities Coordinator

November 2023

| Position Details | |
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| Title | Venue & Facilities Coordinator |
| Unit | Operations Team |
| Time Fraction | 0.8 to 1 FTE, rostered as required |
| Position Relationships | Reports to Operations Manager Works directly with the Facilities Contractor |
| Principal Location | 79-81 Fitzroy Street, St Kilda |
| Position Summary | <p>The Venue and Facilities Coordinator is responsible for the onsite coordination of the centre's physical infrastructure, facilities, and venue systems to ensure the centre is functional, safe and meets user requirements.</p> <p>They will be the primary contact for all facilities and venue related matters and will manage the Pride Centre's delivery of exceptional experiences alongside Events and Program Manager and Concierge and Volunteer Coordinator.</p> <p>The Venue and Facilities Coordinator will be on site to coordinate the attendance of contractors and set up of third-party meetings and events outside of business hours where required.</p> <p>This is a fantastic opportunity for someone experienced in facilities and venue coordination to work with the community in making Australia's first purpose-built LGBTIQ+ community hub available to everyone.</p> |

| Key Duties and Responsibilities | |
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| Major Responsibility Area | |
| 1. Venue Coordination | |
| <ul style="list-style-type: none"> • Be accountable for inducting and maintaining centre security, ensuring a safe, inclusive, and respectful environment for all staff and patrons. • Actively support the development and implementation of the Pride Centre's risk management framework with oversight from the Operations Manager and the Board's Audit, Finance and Risk Committee. • In conjunction with the Operations Manager, contract, communicate with, and coordinate external suppliers to ensure the building's maintenance and the successful delivery of events. • Coordinate contractor attendance on site, ensuring sign in procedures and works completed are recorded and communicated to the Facilities contractor and Operations Manager. • Act as Fire Warden and actively participate and respond as part of on-site and off-site monitoring and Crisis Management and Emergency Management response team. • Update, maintain and implement venue and facilities policies where required to reflect changes to the operations of the centre as directed by the Operations Manager. • Maintain a productive working relationship with the Resident Organisations, ensuring they are informed of any issues associated with third party bookings and facilities. • Coordinate and action the set-up of facilities for event and meeting room bookings including furniture, AV equipment, IT, and lighting. • Ensure all bookable and common spaces, including restroom amenities are maintained on a day to day basis to a professional level, working with the Concierge & Volunteer Coordinator and Bookings Team. | |

| Major Responsibility Area | |
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| 2. Facilities Coordination | |
| <ul style="list-style-type: none"> • Act as the primary contact for all facility related enquiries from internal stakeholders, managing the VPC Facilities inbox. • Ensure all areas at the Pride Centre (excluding tenant spaces) are always maintained in a tidy and professional state. • Coordinate, review and maintain site opening/closing and essential security procedures. • Assist with ensuring the Pride Centre is COVIDSafe, including the coordination of the strategy, changes to regulations and upkeep of amenities. • Under guidance from the Facilities contractor ensure the Pride Centre meets all building occupancy requirements, and all facilities are OH&S compliant. • Manage and coordinate all safety and security programs including all emergency response situations and security access processes, policies and audits. • Coordinate the management and maintenance of bar, bookable and common space equipment. • Manage, Monitor, maintain and enhance the Building Management System and services for reduced environmental and cost impacts, including setting and resetting systems inline with user/event requests. • Ensure all facilities and maintenance requests are logged and actioned with VPC contractors or FM Helpdesk in a timely manner. • Complete regular audit of Security Access Cards, door alarms and access system to minimise risk to VPC and potential misuse by others • Manage the engagement of contractors in accordance with VPC policy and Facilities contractor services to undertake facilities related works, maintenance, and minor works | |

Major Responsibility Area

3. Finance & Administration

- Work with the Facilities contractor to prepare and manage centre management quotes, invoices, and agreements.
- Work with the Operations Manager to support the implementation of any capital works.
- Review and submit for approval, invoices and reimbursement requests ensuring accuracy and account coding.
- Maintain a register of preferred suppliers and make efficiency recommendations.
- Maintain register of policy compliance and warranty register.
- Maintain VPC's incident register, ensuring incidents are recorded and reported in a timely manner.
- Coordinate, under the guidance of the Operations Manager, monthly Tenant Working Group meetings, provide advice and implement communication strategies to ensure all resident organisations and user of the centre understand and comply with their obligations.
- Any other relevant duties as directed by the Operations Manager and/or CEO

Professional & Personal Qualities Required

- Demonstrated coordination experience in a venue context.
- Excellent interpersonal and communication skills with the ability to coordinate a team of contractors, volunteers and casual staff
- Resilience and ability to work under pressure
- Excellent organisation and time management skills
- Ability to work both independently and within a collaborative team environment
- Experience and ability to effectively communicate and develop relationships with a wide range of people from diverse backgrounds
- Working knowledge of Victorian building codes and regulations, Australia Standards, OH&S legislation and Victorian government Asset Management Accountability Framework.
- Strong technical infrastructure and software skills.
- Working knowledge of the Victorian Commission for Gaming and Liquor Regulation Regulatory Approach and relevant Acts.
- Ability to demonstrate initiative and accountability by taking prompt action to accomplish objectives, motivated to achieve goals beyond requirements and takes responsibility for achieving strong outcomes for you and the team

Desirable

- Experience with Titan, BMS and security systems
- An understanding of the LGBTIQ+ sector and current/contemporary issues faced by LGBTIQ+ communities.

| Terms and Conditions |
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| <ul style="list-style-type: none"> • Employees are required to sign an Oath of Confidentiality • Travel within metropolitan Melbourne. • The physical requirements of your position are consistent with those of a fast-paced Facilities and Venue Coordinator. The Victorian Pride Centre encourages you to advise us of any access needs (pre-existing, or any that may arise) that may have impact on your work. We are committed to ensuring access requirements are met. • Some out-of-hours work required as per the position description • Employment is conditional upon a satisfactory National Police Check and Employee Working with Children Check (WWCC). Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check • WWCC currency will need to be maintained by the employee for the period of employment • The position is subject to a six (6) month probation period. |

| Acknowledgements | | | |
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| Position Title: Venue and Facilities Coordinator | | | |
| Name: | | | |
| Signature: | | Date | |
| CEO's Name: | Justine Dalla Riva | Date | |
| CEO's Signature: | | | |
| Probationary Review: | | Date | |
| Created: October 2023 | | Authorised by: | |
| Circulated: | | Reviewed: November 2023 | |