

Role Description

Position	Senior Event and Planning Manager		
Business	Levy		
Dept/Section	Stadia - MOP		
Reports to			
Prepared by	Julia Vaynbrand	Date	25 March, 2024
Approved by		Date	

At Levy, we believe in perfectly planned and delightfully detailed events. We’re searching for an experienced event planner to manage production from concept through completion, helping maintain our reputation for memorable events and sell exceptional food and beverage. The ideal candidate is passionate, creative, detail-oriented, and dedicated to providing superb client service at every turn. This role demands an expert in all aspects of event catering, meeting, and conference planning, including cost containment, equipment logistics, room setup, and best practices. This person must also have excellent leadership skills and an ability to delegate responsibilities to meet expectations for quality. The best candidate for our company is an event planner who can manage the daily details and use big-picture thinking to ensure truly unique food and beverage experiences.

Role purpose and contribution

- The role will work with our internal stakeholders and clients to plan events across Centrepiece, Tenant clubs (Netball & Basketball) and Suite holders across venues / Arena’s across the precinct.
- The Senior Events & Planning Manager will assist with year-round PX activation and events, AO planning and execution for PX.
- The role will manage information flow between relevant client and Levy stakeholders for the execution of the event (sales does not form part of this role).
- Ensure timely client and internal communication for the delivery of legendary experiences.
- Work with Levy operations on details of event to ensure they are executed to specifications.
- Manage the Event planning team as required.
- Work with internal stakeholders including Culinary and Op’s to build function compendium for the relevant spaces.

Objectives of this role

- Manage all aspects of event planning, meet strict deadlines, and stay within agreed Levy and client budget.
- Nurture and build relationships with vendors, venues, and other industry contacts while crafting and implementing the creative and logistical aspects of all events.
- Remain current (or ahead of the curve) with trends in event planning, design, and production, and proactively identify and solve operational challenges.
- Establish procedures and train staff to execute them.
- Comply with legal, insurance, health, and safety regulations at all times.

Responsibilities

- Coordinate with internal staff, clients, and vendors to establish the requirements for an event, and serve as liaison to senior executives, government officials, and industry leaders throughout the planning process.

- Locate resources, visit sites, and lead pre-event meetings to help staff make decisions about event design.
- Plan and facilitate logistics for all events, including contract negotiations, dietaries venue preparation, presentation materials, catering, entertainment, equipment, decor, and marketing materials.
- Oversee client experiences from conception through post-event review and billing/charges; manage on-site preparations, production, and event breakdown; and ensure consistent, high-level service throughout all phases.
- Build and maintain a comprehensive database of industry contacts, vendors, and venues.
- Troubleshoot any issues that arise on event day.

Required skills and qualifications

- Proven success in event planning or coordination.
- Strong interpersonal and communication skills.
- Experience in building and maintaining positive business relationships.
- Excellent organizational skills, including multitasking, time management, and attention to detail.
- Ability to handle pressure and make good decisions quickly.

Preferred skills and qualifications

- Bachelor’s degree (or equivalent) in event management or related discipline.
- Experience in marketing or public relations.
- Proficient with EMS or event management software.
- Flexibility for domestic or international travel, as needed.

Functional/ Technical Skills & Competencies

- Proven capacity to deliver high quality outputs under pressure if required.
- Strong stakeholder management skills with strong facilitation capabilities.
- Well-developed business acumen and the ability to see our business holistically.
- Good analytical and interpretive skills.
- Well-developed influencing skills.
- Demonstrated use of initiative.
- High level of written and verbal communication skills.
- Strong change management and communication experience.
- Problem solving skills and also the ability to recognise opportunities for improvement.
- Ability to maintain a professional and positive approach when dealing with issues of a confidential, personal or difficult nature.
- Experience in managing best practice complaints and investigations processes.
- Able to liaise, mediate and negotiate with a range of internal and external stakeholders.
- Ability to be pro-active, well organised and work independently.

This role profile is a guide to the work you will initially be required to undertake. It may be changed from time to time to incorporate changing circumstances, and you may be required to be flexible and perform other duties as required by your Manager. It does not form part of your contract of employment.

Employee Declaration

I have read and understood my position description:

Signature: _____ Date: _____