



## Coaching Development and Venues Manager

**POSITION:** Coaching Development and Venues Manager (CDVM) - Full time position.

**REPORTING TO:** The Management Committee of the South West Metro Basketball Inc (herein referred to as the SWMBI)

**DIRECT REPORTS:** General Manager

**LOCATION:** Brisbane

**DATE:** September 2017

### POSITION PURPOSE:

The CDVM is responsible for the effective recruitment, development and implementation of SWMBI coaching and Representative programs and the management of Court bookings including Hibiscus Stadium, Runcorn High School and Calamvale College.

### KEY RELATIONSHIPS:

#### Internal

- SWMBI Management Committee
- SWMBI Staff – administration and management
- Volunteers (number of capacities)
- Hibiscus Stadium Staff- Leading Hand and Casual Stadium Supervisors

#### External

- Affiliated SWMBI clubs- Algester Hawks, River City Hornets, Runcorn Rockets, Sunnybank Hills Hurricanes, Rochedale Wildcats and Calamvale Cannons.
- Venue booking contacts -Runcorn High and Calamvale College
- Hibiscus Stadium customers and casual hirers including Netball QLD and Futsal Australia
- Hibiscus Stadium Contractors and suppliers
- Grants funding agencies – BCC and Sport and Recreation Qld
- Sponsors and other commercial partners
- Basketball Qld and Basketball Australia
- Qld based NBL and WNBL teams

### About Us

Hibiscus Stadium is one of South East QLD's premier multi-purpose venues operating on Brisbane's Southside for over 20 years. The venue services multiple sports and community groups. Hibiscus stadium is managed by South West Metro Basketball Inc. (SWMBI)

### The Role

This newly created role will have 2 key areas of responsibility:

1. The effective recruitment, development and implementation of SWMBI's coaching and representative programs;

2. The bookings and management of all venues utilised under the SWMBI / Hibiscus Stadium operations.

#### Key Responsibilities

- Ensure the delivery of Health, Safety and Environmental operational excellence focusing on a zero harm workplace.
- Prepare an Operational Plan for the Hibiscus stadium outlining strategic revenue generation opportunities
- Providing an optimal customer experience for all stadium hirers
- Develop and deliver the operational plan for the basketball operations including domestic competitions and senior and junior representative programs
- Deliver the coaching development program for junior representative coaches to improve capability, skill and confidence.
- Liaising with the General Manager, identify key grants for club development, strategic planning, coaching and development and facility improvements.

#### Skills and Attributes

You must:

- Have demonstrated experience in a similar Event / Venue operations role.
- Hold a relevant tertiary qualification e.g.: Event Management or Sports Administration (preferred)
- Have a high level of written and verbal communication and personal skills (essential)
- General knowledge of venue operations including staffing, security, facilities, ticketing, cleaning, catering and merchandising (preferred)
- Familiar with Emergency Management and OHS requirements (preferred)
- Sound computer skills and an excellent knowledge of Microsoft Office (essential)
- Demonstrated excellent customer service skills
- Ability to work flexible hours, including nights and weekends (essential)

If you believe you meet the above selection criteria then please submit a cover letter and resume to [operations@hibiscusstadium.com.au](mailto:operations@hibiscusstadium.com.au)

Please note: no ad hoc or late applications will be accepted.

APPLICATIONS CLOSE @ 5pm Friday 8<sup>th</sup> September 2017. No agencies please.