

**CALL FOR APPLICATIONS: Venue Hire Coordinator**  
**(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION, GRADE C5, SALARY R 276 639,46 TOTAL COST OF EMPLOYMENT)**

Constitution Hill Development Company seeks to appoint a **Venue Hire Coordinator** to promote Constitution Hill to target markets and public in order to attract the use of its locations for business meetings and events. To coordinate booking of facilities/locations for effective scheduling of events and meetings. To receive enquiries from prospective clients, assist and entice potential clients to commit to using the facilities so that sales revenue targets can be achieved. To oversee the management of events and/or meetings and ensure all activities are cost effective to enable profitability.

**Key Accountabilities:**

- Sell, pitch and manage the booking of Constitution Hill venue hire facilities for business meetings, events and other use.
- Keep a proper record of procurement and contractual documentation of all events held at Constitution Hill to ensure that Venue Hire policy and procedure are adhered to.
- Schedule facilities and services for Constitution Hill and outside organisations' events, maintain weekly and monthly facility activities calendar, updates calendar as required.
- Produce venue and/or event coordination plan and request required resources.
- Direct the work of contract personnel including ushers, caterers, event managers and other key points of contact
- Ensure that setup of chairs, tables, stages, decorations or other equipment is in accordance with customer requirements and with safety standards and fire and health codes.
- Coordinate, determine and/or arrange physical maintenance of facility as required.
- Oversee daily security of facility, check work of staff assigned in these areas
- Maintain inventory of facility/department equipment
- Produce information calendar for events and meetings.
- Draft an annual budget that is in line with the overall Constitution Hill strategy and annual performance plan to ensure that sufficient money is available to meet venue hire objectives.
- Coordinate conferences and/or requested services including reserving conference rooms, determining catering needs, preparing conference materials, tracking various expenditures and revenues, collecting fees and maintaining necessary records.
- Provide assistance and information to outside organisations regarding facility use and capabilities.
- Maintain contact with patrons of clients via telephone or written correspondence.
- Represent Constitution Hill in public relations/liaison capacity on matters relating to events and at departmental meetings.
- Attend events to facilitate operations and respond to emergencies, problems and related matters and ensure all aspects of events are implemented and controlled according to plans
- Maintain direct contract with personnel from the various outside organisations and Constitution Hill departments associated with scheduled events.
- Ensure the soliciting of local businesses to utilise the venue hire facilities for business meetings, events, training, tours and related industry.
- Process and approve relevant documents for payments and ensure that they meet necessary procurement requirements and timelines so that good governance is ensure in the department.
- Meet necessary reporting requirements and internal deadlines to ensure that the department is effectively and efficiently managed according to the department's strategic objectives.
- Manage staff deliverables, work plans and outcomes on a weekly basis to ensure that timelines and outcomes are predefined and delivered upon in an effective and efficient manner.

- Manage the section by mentoring, coaching and assisting staff/subordinate state in order to improve and/or maintain high performance standards and discipline.
- Perform administrative functions to reflect all aspects of the administrative function including forecasting and short to medium planning
- Introduce creative and new ideas in order to improve client/customer offering
- High organised to ensure that all bookings assignments are made
- Structure all communication in a logical, clear and concise way to ensure that users are aware of the meetings and any changes on time
- Comply with and enforce Constitution Hill established policies and procedures
- Recommend, select and help locate or obtain products and services based on customer needs and desires
- Describe products/services and explain use, operation, and care of equipment to customers and prospective clients
- Ensure compliance to requirements of Health and Safety Act.

**Qualification and Experience:** Grade 12 plus Relevant degree or diploma. Minimum 3-5 years' experience in events management/project management and similar experience.

To be considered for this position, the following is considered **essential**:

- Proficiency in Microsoft Office
- Excellent communication skills
- Leadership, Decision making skills and Organisational skills
- Extensive knowledge of events management
- Ability to work in an integrated environment with multiple reporting requirements
- Attention to detail, Strong Coordination, Planning and organising skills

Preference will be given to people with disabilities, women and under-represented groups to promote Employment Equity within the group.

The closing date for applications is **6 July 2018, 12h00 midday** and only shortlisted candidates will be contacted.

Enquiries and submissions should be addressed to [recruitment@constitutionhill.org.za](mailto:recruitment@constitutionhill.org.za)

Constitution Hill reserves the right to make an appointment.