

# POSITION DESCRIPTION



Position	Work Location	Position Description Completed
Events & Venue Operations Manager	Tamarama Surf Lifesaving Club, 1A Pacific Ave, Tamarama NSW 2026	March 2026
Reports to	Direct Reports	Department
Vice President, Tamarama SLSC	Casual event support staff (as required) and Club Caretaker	Club Operations and Events
About the Role		
<p>Tamarama Surf Life Saving Club is one of Sydney's most iconic coastal venues, located above Tamarama Beach between Bondi and Bronte.</p> <p>The clubhouse hosts a range of community, member, corporate and private events and continues to grow its venue hire program to support lifesaving operations.</p> <p>The Events &amp; Venue Operations Manager leads the day-to-day operations of the Clubhouse and manages the delivery of venue hire and events. The role balances commercial outcomes with community purpose, ensuring events are delivered safely, professionally, and in line with club policies and regulatory requirements.</p> <p>This position combines operations, event management, sales, administration, and compliance oversight within a unique volunteer-led environment.</p> <p><b>Run events at one of Sydney's most iconic surf club venues while supporting the work of volunteer lifesavers.</b></p>		
Conditions of Employment		
<ul style="list-style-type: none"> <li>• Full-time, 38 hours per week, 1-year fixed-term contract with the potential to renew.</li> <li>• The role likely require evening and weekend work in line with event schedules.</li> <li>• Employment in this position requires a current Working With Children Check.</li> <li>• A National Police Check is required.</li> <li>• Salary: \$85,000 base salary plus superannuation.</li> </ul>		
Employee Benefits		
<ul style="list-style-type: none"> <li>• Strong autonomy and leadership scope</li> <li>• 38 hours per week with flexibility across seven days so you can plan your time around event operations.</li> <li>• Professional development opportunities</li> <li>• Access to onsite gym facilities</li> <li>• Access to member venue hire schemes</li> </ul>		

<b>Key Role Responsibilities</b>	
<b>Work Area</b>	<b>Description of Responsibilities</b>
Clubhouse Operations	<ul style="list-style-type: none"> <li>● Coordinate the day-to-day operation of the Clubhouse to ensure it is safe, functional, and welcoming.</li> <li>● Work with the Caretaker and Building Committee (BC) to schedule maintenance and repairs.</li> <li>● Liaise with contractors, service providers, the Management Committee (MC) and Waverley Council regarding building operations.</li> <li>● Support the safe and compliant operation of the venue.</li> <li>● Support the long term maintenance planning, scheduling and implementation of the Clubhouse, with the BC and MC.</li> </ul>
Venue Hire Sales & Client Management	<ul style="list-style-type: none"> <li>● Manage venue hire enquiries and assess hirer suitability in line with Club policies.</li> <li>● Prepare quotes and venue hire agreements.</li> <li>● Maintain accurate booking and financial records using Function Tracker and Xero.</li> <li>● Follow up enquiries to maximise booking conversions.</li> <li>● Ensure deposits and payments are received within timeframes.</li> <li>● Prepare timely reports on bookings and financials.</li> <li>● Escalate issues to the Management Committee as they arise.</li> </ul>
Event Planning & Delivery	<ul style="list-style-type: none"> <li>● Coordinate operational requirements for confirmed events.</li> <li>● Confirm event details with hirers including event and bump in/out, schedules, suppliers, and operational requirements.</li> <li>● Coordinate and brief event staff including supervisors, caretaker, security, and cleaners.</li> <li>● Prepare event run sheets and briefing materials.</li> <li>● Ensure venue readiness and oversee event delivery where required.</li> <li>● Conduct post-event follow-up and reporting.</li> </ul>
Compliance & Governance	<ul style="list-style-type: none"> <li>● Ensure all venue hire activity complies with liquor licence conditions, WHS requirements, Club policies, SLSNSW requirements, and the Club's Plan of Management and lease.</li> <li>● Maintain required records including event registers, incident log, and complaints register.</li> <li>● Work with Club leadership to manage risk, compliance, safety, and reputation.</li> <li>● Liaise with relevant authorities regarding licensed events where required.</li> </ul>
Administration & Systems	<ul style="list-style-type: none"> <li>● Maintain accurate booking, invoicing, and event records.</li> <li>● Manage timely invoicing, reconciliation, and reporting processes.</li> <li>● Contribute to improvements in systems, policies, processes, and reporting.</li> </ul>
Member & Community Hire	<ul style="list-style-type: none"> <li>● Manage member and community venue hire enquiries in line with the same policies and compliance as external hires.</li> <li>● Coordinate operational requirements for approved bookings.</li> <li>● Support safe and appropriate use of Club facilities by community hirers.</li> </ul>

Key Performance Indicators (to be agreed within the first month of employment)	
Venue Hire Revenue	Target annual revenue agreed with the Management Committee.
Booking Conversion Rate	Percentage of positively filtered enquiries converted into confirmed bookings.
Venue Utilisation	Percentage of available hire dates booked within governance limits.
Client Satisfaction	Post-event feedback
Operational Compliance	Maintain required records and ensure compliance with licensing, lease, Plan of Management, etc.
Financial Administration	Timely invoicing and payment collection.
Event Delivery	Smooth delivery of events with minimal operational issues.
Transparency and way of working	Quickly develop constructive working relationships with the line manager (President) and all co-workers.

Selection Criteria	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience in venue management, event coordination, hospitality, or facilities operations.</li> <li>• Strong organisational and administrative skills.</li> <li>• Ability to manage multiple tasks and deadlines.</li> <li>• Strong communication and stakeholder engagement skills.</li> <li>• Ability to work independently in a volunteer-led environment.</li> <li>• Experience with venue booking systems (e.g. Function Tracker) and accounting software (e.g. Xero).</li> <li>• Be people oriented and demonstrate strong problem solving skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in community or not-for-profit organisations.</li> <li>• Knowledge of liquor licensing and venue compliance.</li> <li>• Understanding of surf lifesaving or coastal community facilities.</li> <li>• First Aid certification (or willingness to obtain).</li> <li>• Current NSW Responsible Service of Alcohol certification (or willingness to obtain).</li> </ul>

## Position information

This position description outlines the primary responsibilities of the role but is not intended to be an exhaustive list of duties.

This role is employed in accordance with the applicable Modern Award and National Employment Standards.

The role is responsible for complying with Workplace Health and Safety legislation, club policies, and procedures, and for promoting safe work practices during all clubhouse events and operations.

The responsibilities outlined in this position description may evolve over time and may be amended by the Club to meet operational needs, as agreed in discussion with the position holder.

A probation period of three months applies. Continuation in the role is dependent on meeting performance expectations during this time.

The position holder must:

- Maintain confidentiality regarding club operations, financial information, member information, and commercial arrangements.
- Disclose and appropriately manage any actual or perceived conflicts of interest in accordance with club governance policies and potential or confirmed hirers.
- Comply with the policies, Code of Conduct, and governance requirements of Tamarama SLSC and Surf Life Saving NSW.
- Ensure suppliers and contractors provide appropriate insurance documentation prior to event delivery.