

EVENT & COMMUNICATIONS COORDINATOR – Bradman Centre Bowral, NSW

About the Organisation

The Bradman Foundation, a non-profit charitable trust, was established in 1987 with the full support of Sir Donald Bradman AC to promote cricket as a valuable cultural and sporting force within the community. The Foundation prides itself on being the heritage custodians of cricket. It preserves the heritage of the game while delivering Sir Donald Bradman's commitment to the future of the game through development at youth level and within the wider community.

The Foundation is administered by a Board of Directors, employs up to 20 staff in the Bradman Centre Bowral and is a major anchor tourist attraction in the Southern Highlands.

About Bowral, NSW

Bowral is the largest town in the heart of the Southern Highlands which is a mere one and a half hours south of Sydney. The town has effective transport links north to Sydney and south to Canberra.

The local Bowral Hospital, across the street from the Bradman Centre, is a major Rural Hospital which provides a wide range of services including general medical, emergency services and much more. The region has a wide choice of educational facilities: public, catholic and private K-12 schools, TAFE and a branch of the University of Wollongong.

About the Role

The Bradman Centre is looking for a person with strong organisational skills that is capable of juggling a number of tasks at any given time as the Event Manager. Reporting to the CEO, the Events Manager is responsible for effective and efficient management of all aspects of events, communications and marketing and for implementing and evaluating the membership program. The successful applicant will be proficient at communicating with the media and high-profile clientele.

The successful candidate will be flexible with hours of work during high trading periods and the cricketing season.

Key Competencies

- Deliver value to visitors by managing and delivering successful events, activities, conferences, forums, exhibitions, in accordance with the Centre's strategic plan.
- Deliver high quality events on time, within budget that meet or exceed expectations.
- Market the Centre's events to current/ new audiences to improve profile and increase engagement
- Build and manage key internal and external stakeholder relations relevant to events, communications and marketing.
- Demonstrated high level of written and oral communication across all modes and audiences.
- Strong organisational skills and keen attention to detail and demonstrated ability to work to a deadline in high pressure situations.
- High level computer literacy including: Microsoft Office and Outlook .
- Knowledge of digital content management systems, graphic skills with the Adobe Creative Suite and social media would be an advantage.
- A passion for Cricket is desirable

Salary Package: Negotiable

Position Status: Permanent full-time

Hours of Work: 38 hours per week

Closing: 31 December 2017

Application Process:

Please forward letter of introduction, brief resume, and a response explaining how you have demonstrated the Key Competencies to info@bradman.com.au. Your total application should not exceed four pages.

COURAGE | HONOUR | HUMILITY | INTEGRITY | DETERMINATION



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