



Role Title	Venue and Event Coordinator - Intern
Organisation and Website	Sandy By The Bay/Sandringham Football Club
Organisational Overview	<p>Sandy by the Bay is a modern function and wedding venue in Melbourne, which offers panoramic views over Port Phillip Bay, Sandringham marina and the city skyline, a spectacular backdrop both day and night.</p> <p>We host a range of events from corporate functions, weddings, parties and all requirements for the Sandringham Football Club (Season Launches, Best and Fairests, Match Days)</p>
Role Description	<p>If you thrive in an environment where no two days are the same, this is the perfect role for you!</p> <p>You'll have the opportunity to run and be involved in a range of events from corporate workshops to weddings to the VFL + VFL Best and Fairest nights. It's great experience that can elevate your resume when you apply for a full-time role in the industry and we want to help you be the best!</p> <p>Key tasks include:</p> <ul style="list-style-type: none"> • Support the implementation of key marketing plans for Sandy by the Bay to grow additional revenue • Assist in the delivery of campaigns that drive enquiries and bookings • Work with marketing team to create, deliver and edit marketing material for use on communication platforms across print, website and social media • Inventory management • Assist the Function Manager and caterer to coordinate events and day to day management of the venue • Gather and develop content for promoting Sandy by the Bay across various platforms • Develop relationships with local businesses, schools, sporting clubs and other stakeholders to drive business to the venue • Assist in the implementation of new initiatives
Location	Sandringham Football Club Trevor Barker Beach Oval, Sandringham

Timing	At least one (1) office day and work at the functions (weekend work).
Contact Person	Marissa Stathopoulos Functions Manager Sandringham Football Club Marissa.stathopoulos@sandringhamfc.com.au 0403128150
Student Qualities/ Interests	Event Management Venue Management Passionate Punctual Motivated Attention to detail Works well under pressure Exceptional written and verbal skills Team Player Willingness to get involved and make this their own
Application Process/ Requirements	Submit CV and introductory email You will also need an RSA as there is some bar work involved Studying event, business or sport management is advantageous
Application Deadline	October 15, 2021
Additional Information	You will be paid for all weekend work in accordance with the Registered and Licenced Club Award.