



The Gold Coast Convention and Exhibition Centre (GCCEC) is a world-class venue that accommodates a range of conventions, exhibitions, sport and entertainment events.

**Room Set-up Supervisor
Full time EBA Level 4**

POSITION SUMMARY

An exciting opportunity exists within the Operations team for a Room Set-up Supervisor. In this 'hands-on' role you will be responsible for assisting the General Duties Manager in executing the set up of all areas within the Centre. This will require knowledge of various room set-ups styles, including but not limited to theatre, banqueting, entertainment and exhibition in order to meet event requirements. In addition you will be responsible for providing leadership direction within general duties in an efficient, professional, timely and friendly manner.

RESPONSIBILITIES

Responsibilities will include:

- Co-operate with Management in the compliance of GCCEC Workplace Health & Safety management systems
- Ensure all room sets and break downs are completed on time as assigned by General Duties Manager, Floor Manager or Resume
- Ensure all equipment and furniture is moved with the utmost care following manual handling guidelines
- Ensure the cleaning and maintenance of all general duties equipment, storage rooms, facilities and service areas

KEY SELECTION CRITERIA

To be successful you will have the following:

- Demonstrated Supervisory/Management experience preferred
- Previous experience in Convention Centre/Stadium environment
- Demonstrated understanding of the Enterprise Agreement
- Demonstrated knowledge of various room set-ups styles, including but not limited to theatre, banqueting, entertainment and exhibition
- Forklift and Elevated Platform Licence preferred
- Sound knowledge of WH&S legislation and associated standards
- Outstanding communication skills, both written and verbal
- Attention to detail

Due to the nature of the business, flexibility with working hours is essential.

If you are interested in applying for this position, please forward your resume detailing your experience to:

Human Resources Department
Gold Coast Convention and Exhibition Centre
PO Box 1407
BROADBEACH QLD 4218
Email address: employment@gccec.com.au

We thank you in advance for your application however only those successful in gaining an interview will be contacted.

Applications close: 5:00pm Tuesday 14th February 2012