

WALDRONSMITH Management

Position: Conference Manager - Melbourne

Reports to: Managing Director

Commencement Date: ASAP

Overview

WALDRONSMITH Management is one of Australia's leading Conference and Event Management organisations, delivering successful conferences and events for a range of professional associations, corporate and not for profit client's.

Reporting directly to the Managing Director your focus in this role will be to maintain and bring valuable new initiatives to our existing conference and event business. You will manage a diverse portfolio of existing clients planning and delivering national and international conferences throughout Australia.

You will have a minimum of 2-3 years experience within the conference industry and have demonstrated management of complex events for 500 plus delegates. The challenging role will require the following expertise:

- Excellent oral and written communication and interpersonal skills
- Outstanding client relationship skills
- Project management skills
- Ability to work alongside our current team – a team player
- Strong ability to multi-task, give attention to detail and work under pressure
- Venue and program management.
- Design, web and print management
- Client budget and financial management
- Management of staff and associated timelines involved
- Proficiency with MS Office and Events Pro & Events Interactive
- Ability to operate in an unsupervised environment

Melbourne Office

61 Danks Street Port Melbourne, VIC, 3207

Ph: 03 9645 6311 Mobile 0418 534 645

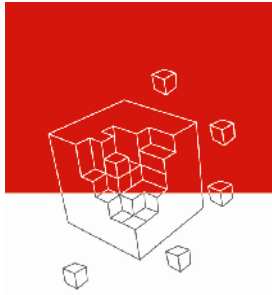
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Sydney Office

3 Spring St Sydney, NSW, 2000

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Responsibilities Include:

- Building and maintaining relationships with corporate and association clients
- Actively assists and supports the Managing Director with client/delegate liaisons
- Overall management of the conferences allocated by the Managing Director
- For each conference allocated, the Manager is responsible for establishing and managing the program, social events, critical path implementation, sponsorship & exhibition, registration needs, budget and financial management, design and production of marketing material, administration and onsite management.
- Effectively managing and leading the designated team from Waldron Smith Management in a positive and supportive manner.
- Performing responsibilities and duties in a professional and ethical manner according to company policies and procedures.
- Attend to other duties and tasks as directed.
- Attend various industry functions alongside Managing Director.
- Work alongside MCVB, SCVB and Brisbane Marketing with their PCO Gold Partner program.

Remuneration

To be negotiated in line with experience.

Please indicate your salary expectations when applying.

Superannuation is paid to the nominated fund (in addition to the salary) on a quarterly basis.

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