

Membership & Events Executive

About Brisbane Marketing

We help Brisbane play on the global stage. Our purpose is to build a more prosperous Brisbane by offering an exceptional quality of life and a breadth of business and employment opportunities. We are responsible for playing a role in making our great city even greater. Whether it be attracting conferences from near and far, bringing major events for all to enjoy. Or putting the magic into Christmas, you can almost guarantee we have played a part in it. We do this through our business and lifestyle initiatives in tourism, major events such as Regional Flavours and the Asia Pacific Screen Awards, investment attraction, entrepreneurship, international education and marketing.

Powered by innovation, collaboration and opportunity, we create economic and social value for the city and promote Brisbane nationally and internationally as Australia's New World City. We are one of a kind: a partnership between government and industry offering a broad range of opportunities in a diverse and dynamic culture.

Purpose

The Brisbane Convention Bureau builds Brisbane's profile as a destination of choice for business events, attracting innovative and global events to Australia's New World City. With an innovative and collaborative we work to enhance the economic and social value of Brisbane through working with Brisbane Marketing Members on the delivery of their Membership benefits.

As the Membership and Events Executive, you will build strong working relationships with stakeholders and members which will enable you to provide crucial support to the Convention Services team and Conventions, Tourism and Brisbane Marketing Members. You will work to assist the Convention Services team to coordinate the Membership and Events areas including processing new membership applications, member enquiries and support as well as managing member data. You will also coordinate logistics for client site inspections, familiarisation program itineraries and tradeshow/event programs which will enable your event management skills to shine through.

Outcomes for the Role

Brisbane Marketing has big goals. In order to achieve those goals, we need high performers within our entire organization. High performers love having clear expectations and big goals to achieve themselves. These will be yours:

Stakeholder Management

Develop and strengthen relationships with our Members and internal and external stakeholders, through superior account management and communication skills. Generate and distribute business leads to Convention Bureau Members.

Administration Support

Provide an exemplary level of support for Conventions, Tourism and Brisbane Marketing Members. Including processing new membership applications, providing advice and support to members as well as managing member data. Responding in a timely, professional manner to Members as well as having a high attention to detail in reporting and recording data will ensure the maintenance of exact records.

Project Management

Managing multiple project timelines at once is a key challenge of the Membership and Events Executive. Successfully coordinating member and client site inspections and familiarisation program itineraries as well as event management of membership events and Convention Bureau tradeshow activity and will ensure you contribute to the Convention Bureaus KPIs.

Strengths

We are a strengths-based organisation and believe that people are much more effective when they are in a job that plays to their strengths. Naturally you will have previous experience in a similar role and the ability to seamlessly transition yourself as the Membership and Events Executive.

Additionally, the strengths needed to successfully achieve the outcomes above include the following:

- Stakeholder and client focused with proven relationship management skills
- Proven administration, event management/coordination experience (as a guide 2-5 years' experience in a Membership based environment or within the Conventions / Events / Tourism industries)
- Proven time management, prioritisation and organisational skills with the ability to undertake multiple tasks at one time
- Advanced computer skills - MS Office suite and previous experience with using databases (working knowledge of CRM based software)
- Good reporting, analytical and problem solving skills
- Strong commitment to providing service excellence
- Ability to manage client and stakeholder expectations and meet requests
- High level of presentation and communication skills both verbal and written with an exceptional attention to detail
- Ability to use initiative, be flexible, proactive and accept responsibility
- Positive and collaborative attitude
- A quick and eager learner
- Relevant Tertiary Qualifications

What we offer

- A fantastic culture of creatively minded, hardworking people who are passionate about Brisbane and being part of its growth and success
- Weekly fruit deliveries
- Employee Gym Access
- Discounted wine and health insurance
- And many more

Brisbane Marketing's best and most valued asset is its people. The most vital elements of driving success is our people and empowering our workforce to meet their goals and extend their skills is a major focus for BM. Please send your applications to careers@brisbanemarketing.com.au by Friday, 26 May 2017. We are looking to conduct first round interviews the week commencing 29 May 2017 with a preference to start early July.

For further information or for a confidential discussion, please contact HR on 3006 6270. We respectfully ask that no agency applications will be considered at this time however should we need your help we will contact you. Only successful candidates will be contacted.