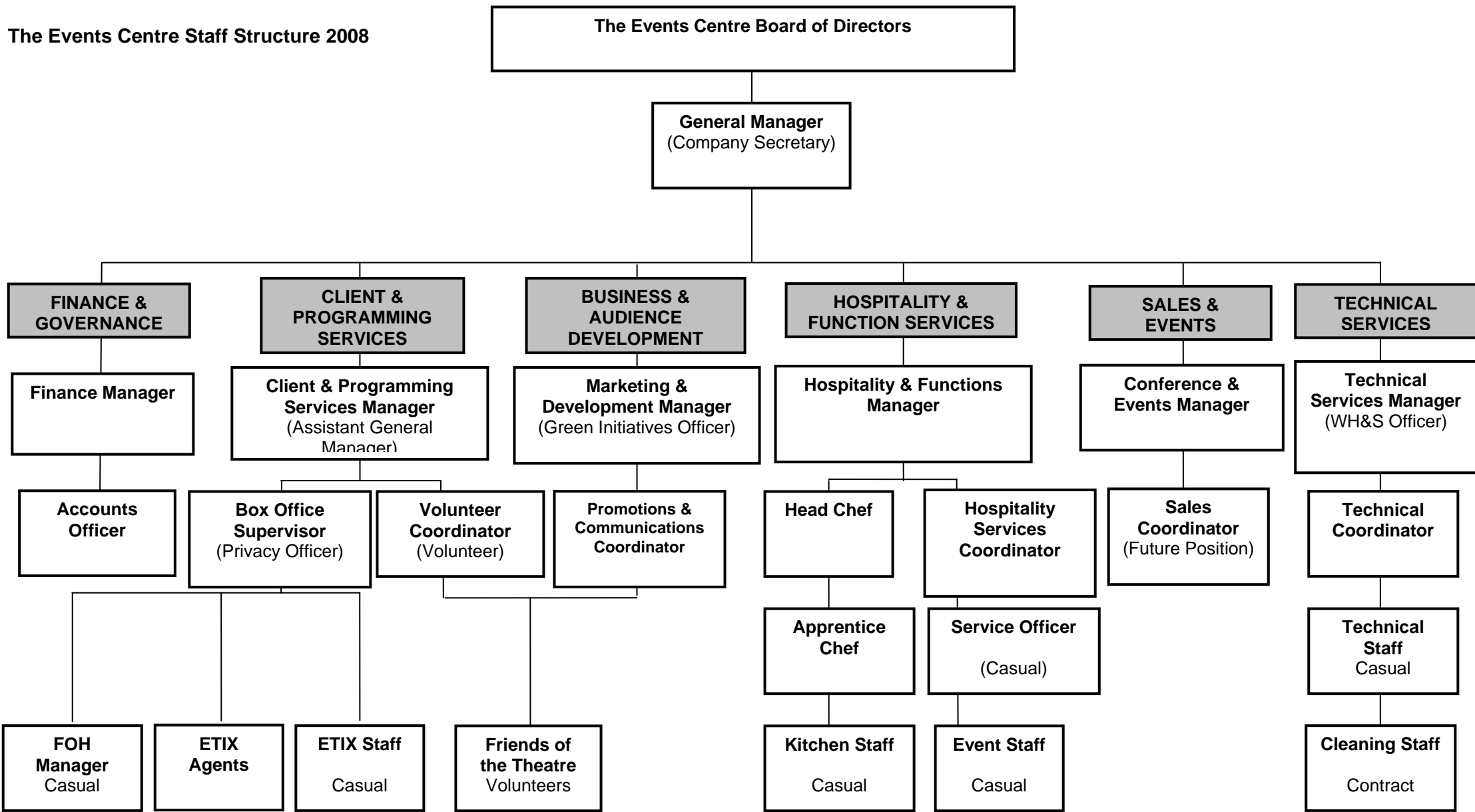


The Events Centre Staff Structure 2008



Department	Key Positions	Area of Responsibility
Board of Directors	Chairperson	Strategic Planning Cultural Development Financial Reporting Policy Adoption
Senior Management	General Manager	Strategic Advise and Implementation Future Vision Development Cultural Development Financial Management Policy Development Statutory Reporting
Finance and Governance	Finance Manager	Financial Reporting Corporate Governance
	Accounts Officer	Accounts Payable and Receivable Statistical Reporting
Client and Programming Services	Client and Programming Services Manager (Assistant General Manager)	Audience Development Planning Promoter Relationship Development Theatre Program Delivery ETIX Development Office Management Staff Management Front of House Management Volunteer Program Management
	Box Office Supervisor (Privacy Officer)	Box Office and Ticketing Services Customer Service CRM Reporting Room Bookings Staff Management Privacy Information Management
	Volunteer Coordinator	Volunteer Rosters Volunteer Training and Incentives Volunteer Recruitment
	FOH Manager	Management of FOH operations for performances Casual Staff Training Show Reports
	ETIX Staff	Ticket Sales Ticket Reports Office Filing

Department	Key Positions	Area of Responsibility
Business and Audience Development	Marketing and Development Manager (Green Initiatives Officer)	Sponsorship and Business Relationship Development Sponsorship Delivery Audience Development Promotions and Communications Development CRM Reporting Green Program Initiatives
	Promotions and Communications Coordinator	Publicity Delivery Media Releases E Marketing Management Poster and Mail Distribution “Source Code” Reporting Promoter Marketing
Hospitality and Function Services	Hospitality and Functions Manager	Events Perfect Management F&B Reporting Package Development Staff Management Hospitality Training
	Hospitality Services Coordinator	Weekend and Evening Venue Management Event Staff Management Event Supervisor
	Head Chef	Menu Planning Menu Development Staff Training
	Apprentice Chef	Menu Implementation Kitchen Maintenance
	Kitchen Staff	Meal Services Kitchen Maintenance
	Service Officer	Bar Staff Management Room Set Ups Event Supervisor
	Event Staff	Room Set Ups Ushering Waiter Services Bar Services

Department	Key Positions	Area of Responsibility
Sales and Events Development	Conference & Event Manager	Offsite Production Development Technical Services for off site productions Event Management for on site conferences and dinners External Equipment Hire Services
	Sales Coordinator	Sales Packages Development Sales Call Corporate Packages
Technical Services	Technical Manager (WH&S Officer)	Technical Services for on site live performances Workplace Health and Safety Customer Contact for Centre Productions Asset Management Staff Management Manage Cleaning Contractors
	Technical Coordinator	Venue Maintenance Staff Rosters Technical Service Delivery
	Technical Staff	Bump in and Bump Out Event Crewing Set up off Theatre and Playhouse events Maintenance
	Cleaning Staff	Venue Cleaning