

WAVERLEY GYMNASTICS CENTRE

EVENTS MANAGER

ORGANISATIONAL OVERVIEW

WGC is a well-established gymnastics club with a membership base of over 2000 members. WGC has developed an exceptional reputation for delivering high-quality gymnastics services for over 25 years, becoming an industry-leader in competitive stream gymnastics. WGC is committed to promoting and protecting the interests and safety of children. WGC has a zero tolerance for child abuse.

WGC is one of the most successful gymnastics clubs in Australia and is the proud home to Olympians, World Championships and Commonwealth Games athletes. WGC is going through an exciting time of growth in our new world-class facility and we are looking for an Events Manager to join our exceptional team.

JOB DESCRIPTION

Position title:

Events Manager - WGC Women's Artistic Gymnastics Program

Position Purpose:

We have a position open at Waverley Gymnastics Centre (WGC) for the role of WAG Events Manager (EM). This role encompasses managing and delivering both strategic and operational aspects of events management at WGC. The EM will join a highly talented and dynamic team and will be directly responsible for delivering an exceptional standard of events for our WGC athletes as well as visiting athletes from Victoria and throughout Australia.

Hours: this position is a contracted and includes weekend work.

Accountabilities: The EM is accountable to the WGC High Performance Manager and WGC Director.

ROLE REQUIREMENTS

QUALIFICATIONS/EXPERIENCE	DESIRED
<ul style="list-style-type: none">• Minimum of two (2) years events experience• VCE Year 12 or equivalent secondary school certificate• Victorian Drivers Licence• Current Working with Children's Check• Proven track record of being well-organised and detail oriented.	<ul style="list-style-type: none">• Significant events management experience within a sport

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KEY PERFORMANCE AREAS

- Uphold WGC's child protection policies and actively promote a strong culture of child safety to achieve best practice including compliance with all GV, GA, State and National requirements.
- To provide a safe and first-class gymnastics environment for gymnasts to safely compete.
- Manage the relevant stakeholders linked to our Events including; Coaches, Physiotherapists, Judges, Sports Medicine Doctors, Myotherapists, Gymnastics Victoria staff and Vendors particularly in developing and maintaining positive working relationships.
- Collaborate with the High Performance Manager and Senior coaching staff to produce ideal events for WAG gymnasts performing at competition.
- Communicate effectively with all Event participants including but not limited to coaches, judges, parents, athletes and parent volunteers including expectations, responsibilities and providing timely and up to date information.
- Collaborate and keep informed the High Performance Manger of event management progress in a timely manner.
- Work with the Marketing Manager to promote the WGC High Performance and other programs and its athletes/coaches through signage, advertising and event programs.
- Ensure correct, timely and detailed reporting and follow up of all accidents and incidents within Events and utilise the events risk management framework to actively develop strategies to reduce occurrences and better manage.
- Collaborate with the Equipment Manager and all equipment users to identify and resolve issues and to ensure our equipment and facilities are of the highest safety standards and of world class quality for our events.
- Lead and manage all aspects of the Events including but not limited to; workorders, Judges rosters, Event set up and pack up, Volunteer management, Entries, Running Sheets, Announcing, Programs, Timelines, Results, Scoring and Budgets.
- Manage any conflict resolution needed at events in a positive and respectful manner.
- Be on the Floor managing all WGC events.

HOURS REQUIRED

This position can be a contract position depending on the applicant.

Events:

- Waverley Junior Classic - 22-23rd July 2023
- Waverley Senior Classic - 25-27th August 2023

Approximate Hours:

Junior and Senior Classic

- 40-60 hours of preparation
- Set up and pack up = 2-3 hours for each event
- Junior Classic event running (18-20 hours across the weekend pending session schedule)
- Senior Classic (Friday 4-5 hours, Saturday/Sunday 15-18 hours pending session schedule)

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CHILD SAFE STATEMENT

WGC is committed to promoting and protecting the interests and safety of children and has zero-tolerance for child abuse. We require all applicants to undergo an extensive screening process before appointment, a process that may include, but is not limited to, comprehensive reference checks, an identify check, a 'Working with Children' or equivalent check and/or a National Criminal History Record check. We also require all applicants to read and understand the Gymnastics Australia Child Safety Policy and Member Protection Policies before appointment. These policies, along with all other WGC Child Safety related policies and procedures can be located [here](#).

Applications close 20th May 2023

Resumes and cover letters to be address to Lara Bester via hpmanager@wgc.org.au Applications close May 20th 2023. However, we will commence the interview process immediately upon receiving suitable applicants. For further information or a confidential conversation please contact Lara directly at 0451 103 967.



Lara Bester

High Performance Manager

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