

Position Title:	Event and Commercial Manager		
Reports to:	Executive Director	Direct Reports:	Nil
Location/s:	Hybrid - Triathlon WA Office – SportsHQ, Floreat		
Employment Status:	Full Time		
Employment Conditions	- Staff are employed in accordance with the terms and conditions outlined in their contract. - Normal business hours are 9am to 5.00pm, Monday to Friday. This position may involve hours outside normal business hours including weekends, early mornings and evenings on occasion. Employees will be offered time in lieu in line with Triathlon WA policies. - Attendance at pre-determined Triathlon WA events and activities is expected		
About Us	Triathlon WA is a not for profit, member-based organisation which is governed by a volunteer Board of Directors. It is the peak sporting body for triathlon and multisport in Western Australia and is affiliated with AusTriathlon. Triathlon WA's vision is to create a happier, healthier and more connected community through triathlon and multisport experiences.		

Our Expectations	
The Event and Commercial Manager reports directly to the Executive Director and is responsible for the management and execution of the TWA events portfolio. This role encompasses overall planning and coordination of the events on offer for the Triathlon WA community. Through proactive leadership and innovative thinking, the Event and Commercial Manager will be measured against; - Management of commercial operations of the TWA events portfolio; - Outcome and growth of events, sponsors, and participants for TWA events; - Engagement with key stakeholders and partners to ensure successful delivery of events. The TWA Events portfolio currently consists of; - Busselton Festival of Triathlon - Every Woman Triathlon - Annual Awards - Open Day/Season Launch - Annual General Meeting	
Your contribution to our workplace culture is to: - Be committed to, and at all times, displaying behaviours consistent with Triathlon WA's values which include being; ❖ Engaged ❖ Proactive ❖ Accountable ❖ Inclusive - Be open minded and embracing of TWA's employees, communities & stakeholders - Contribute to a safe and healthy workplace at all-times and embrace learning and development	

Responsibilities	
Accountabilities	Overview of Tasks
Partnership Development	• Manage, maintain and enhance current partnership arrangements • Source new partnerships for events portfolio • Prepare relevant contractual sponsorship arrangements and reporting • Implement sponsorship deliverables and reporting requirements • Source and manage exhibitors and food vendors at events • Maintain effective relationships with all key stakeholders
Financial Management	• Establish annual event budgets in conjunction with Executive Director • Effectively manage allocated event budgets and allocation of resources • Management of stakeholders and contractors in accordance with budget • Acquittal of all funding and grant applications for the events
Event Operations	• Coordinate event activities to achieve participation and budget targets • Oversee all logistical operations of the events in collaboration with stakeholders to ensure high standard of event delivery • Monitor, evaluate and report on existing operations to ensure viability and alignment with strategic objectives of Triathlon WA • Ensure systems are in place to effectively manage all aspects of events, including registration, results and post-event evaluation
Marketing and Media	• Co-develop and oversee the implementation of the annual event media and marketing campaigns in conjunction with marketing team • Maintain regular contact with key event media personnel pre and post events • Oversee participant communication platforms (EDM, CRM) for all TWA events
Human Resources	• Management of event stakeholder contracts (Race Director, Operations) • Ensure all required documentation is obtained from contractors & suppliers to satisfy OH & S requirements • Provide assistance & guidance to Volunteer Manager, including set up of volunteer management platform
Reporting & Documentation	• Prepare post event reports within required timeframes • Oversee stocktake & maintain levels of event consumables, merchandise and event equipment • Maintain event documentation for event planning, record keeping and communication to stakeholders • Other reports as requested by Executive Director

CANDIDATE PROFILE	IDEAL	NICE TO HAVE
YOUR EXPERIENCE		
Demonstrated experience in marketing events or sport/participation	✓	
Event management of a State or National Sporting Association	✓	▪
Qualifications in event management, sport administration or similar	✓	▪
Demonstrated ability to strategically engage stakeholders	✓	▪
Ability to successfully recruit and retain commercial partnerships	▪	✓
Sound financial management – from budget development to analysis	✓	▪
Experience working in member based organisations	▪	✓
Experience working with volunteers	▪	✓
ABOUT YOU		
Meticulous in presentation of work with particular attention to detail	✓	▪
Friendly and outgoing when talking to customers and stakeholders	✓	▪
Be a strong team player who is driven to work as an individual to ensure the success of the group	✓	▪
Strong computer skills, with working knowledge of MS Office suite	✓	▪
Ability to prioritise tasks to meet daily, weekly, monthly targets	✓	▪
An ability to communicate information in a clear and concise manner	✓	▪
Honest, reliable and disciplined	✓	▪
A solution orientated problem solver with a proactive approach and proven initiative	✓	▪
You must hold (or be willing to obtain) a current Police Check and Working with Children Check	✓	▪