



JOB DESCRIPTION

BUSINESS & EVENTS MANAGEMENT TRAINEES

JOB TYPE: BUSINESS TRAINEES (22 Week – Full Time Employment)

LOCATION: Tivoli Drive In Theatre, 50 Coal Road, Chuwar QLD 4306

SUPERVISOR/MANAGER: Tivoli Drive In Events Manager

HOURS: 38 Hours per week; including periodic Saturday shifts.

SALARY/WAGES: National Training Award

THE POSITION:

- Our 22 week full time traineeships are funded with support from the Queensland Government Skilling Queenslanders for Work initiative;
- Our traineeships are geared to providing unemployed youth and long term unemployed mature aged people the opportunity to receive formal skills training and practical hands-on full time employment leading to an ongoing career in business and/or events management;
- Over the past 15 years, Tivoli Social Enterprises and Tivoli Drive In have employed more than 640 unemployed people in SQW Traineeships with 83% (500+) successfully moving into ongoing employment

MAIN DUTIES/RESPONSIBILITIES:

- Planning, organizing and staging innovative community events at Tivoli Drive In
- Participate in group brainstorming sessions for great new event ideas
- Help prepare event budgets
- Work on event marketing – using social media, www, print media and radio
- Create relationships with local businesses raising sponsorships and marketing opportunities
- Brainstorming for great Event ideas
- Customer relations - managing phone and online enquiries
- Sound and audio stager management
- Ticket Sales, Venue Management,
- Bump in / Bump Out
- Venue COVID19 safe cleaning before and after events
- Use of Microsoft Office. Word, Excel, PowerPoint
- plus more....

SKILLS & EXPERIENCE:

- Passion and enthusiasm to work and learn new skills
- No prior formal skills or work experience required
- Age – 15 to 25 years of age. Mature aged applicants will be considered.
- Applicants should be currently unemployed.

TO APPLY: Email a copy of your resume to:

jobs@tivolidrivein.com with the subject "Business" . Applications close 5pm on Thursday 13th January.

Be Sure to include

- Name, Address, Mobile Phone, Email and Date of Birth
- Details of any Secondary Schooling or Tertiary education (including details of any Certificates or Qualifications commenced or completed)
- Any previous employment or work experience
- Interests and Hobbies

TIVOLI SOCIAL ENTERPRISES LIMITED ABN 49 140 988 218

50 COAL ROAD CHUWAR QLD 4306 - PHONE 0488 848654 - www.tivolidrivein.com