



HUNTER RIVER AGRICULTURAL & HORTICULTURAL ASSOCIATION LIMITED

ABN: 46 487 545 901

POSITION DESCRIPTION

July 2022

JOB TITLE:	Operations Manager
JOB TYPE:	Permanent Part time – base 15 hours per week
LOCATION:	Maitland Showground
SUPERVISOR:	Showground Manager
MANAGER:	Showground Manager

OVERVIEW POSITION:

The Operations Manager is responsible for the office operations, coordinating the work of staff, dealing with day-to-day operational matters including liaising with a range of stakeholders, showground users and event managers. The Operations Manager must be available for work additional hours leading up to and during the 3 days of the Maitland Show in mid February each year. The Operations Manager will assist with the management of the monthly Maitland Community Markets including the onsite management of the markets from 5.30am to 2pm. Attendance at one evening meeting per month (last Tuesday 6pm-8pm) is also a requirement.

MAIN DUTIES/RESPONSIBILITIES:

- Assisting the Showground Manager to achieve efficient office operations
- Supervision of office staff
- Coordinate events held on the showground run by the Show Association including the Maitland Community Markets
- Liaise with client organisations who hold events at the showground
- Ensure the facilities are prepared for events
- Manage the routine repairs and maintenance of the grounds and buildings
- Manage the preparations for the Maitland Community Markets
- Coordinate the operation and logistic requirements for the annual 3 day show
- Oversight of cleaning operations
- Taking and drafting minutes at the monthly Board meeting

SKILLS & EXPERIENCE:

Qualifications:

- Current Drivers Licence (preferred)
- Business administration
- Event Management (preferred but not essential)

Experience: (preferred)

- experience in the office management
- experience in event coordinator or management
- Capacity to meet deadlines and work under pressure
- experience in logistics

Skills and attributes:

- Reliable and trustworthy with a strong work ethic
- Capacity to manage own schedule minimal supervision
- High level computer skills with the Microsoft programs
- Good literacy and numeracy levels
- Sound judgement and problem solving capabilities when dealing with issues

PERFORMANCE GOALS:

- Maintaining a safety first approach to all activities and duties
- Provide good customer service
- Capacity to work in a team environment
- Act professionally and ethically
- Fulfil the requirement of the position