

## **Position Description:**

*Corporate Events Manager*

### **Background:**

Western Australian Yachting Foundation Inc. (trading as Swan River Sailing) is a not for profit community based organisation, that owns and operates a fleet of match Foundation 36 yachts based at the Royal Perth Yacht Club. The activities of the Foundation are based around the yachts and their use for a variety of clients from high school groups through to Perth based corporate clients and inbound incentive travellers.

### **The Role**

Swan River Sailing requires a *Corporate Events Manager* to work closely with the existing management and office based team.

The position is a full time position commencing at a mutually agreed date with both the Swan River Sailing management and the successful applicant.

### **Key Accountabilities**

The Corporate Events Manager will:

- Have a day to day role dealing with existing clients and bringing new clients to the Swan River Sailing through a hands on role with every aspect of corporate events.
- Organise and generate new corporate sailing events
- Build new and existing corporate training programs with the training staff.
- Play a role in developing marketing strategies.
- Assist with the preparation of sponsorship packages and sourcing sponsorships

The Corporate Events Manager will be responsible to the Executive Officer.

### **Education & experience**

The minimum education level for the role is Year 12 secondary schooling.

Preference will be made to applicants with tertiary qualifications and experience in tourism, hospitality, marketing & event management.

The applicant should have sound communication skills as well as extensive experience computer skills familiar with Word, Excel, PowerPoint plus CRM data base management.

### **Package**

A suitable salary package will be negotiated with the successful applicant based on their skills and experience.

### **Contact**

CV and references can be forwarded to:

C.M.(Skip) Lissiman OAM

Executive Officer,

**Swan River Sailing**

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Applications to be submitted by  
30<sup>th</sup> July 2010