

POSITION DESCRIPTION

Position Title	Events Administrator, Programming
Reports To	Venue Hire Manager
Department	Programming
Contract Period	Full Time, Ongoing
Classification	MRC EA 2025 Grade 2.1 + superannuation guarantee
Date	1 June 2026

About Melbourne Recital Centre

Melbourne Recital Centre is an award-winning live music venue; where artists and audiences build a lifetime of experiences. We strive to create wonder for everyone, in and beyond the Centre and inspire our community through music.

With a unique focus on music, the Centre presents and hosts hundreds of concerts each year, representing the pinnacle of the art form as practiced by local and international performers traversing all genres of music. And our impactful learning and access activities provide opportunities for Victorians of all ages and backgrounds to experience and engage with music and the Centre in new and exciting ways.

We acknowledge the traditional owners on whose land Melbourne Recital Centre stands – we pay our respects to Melbourne's First People, to Elders past and present, and to our shared future.

Our Vision

A future where music and storytelling are fundamental to everyone's lives.

Our Purpose

We amplify Australia's diverse music ecology to connect people and inspire positive change.

Our Values

Ambition	We experiment, ideate, and innovate with energy and enthusiasm.
Creativity	We are creative on and off stage to unlock new possibilities.
Collaboration	We are curious and connected, finding strength in sharing and learning.
Enrichment	We work to ensure artistic, social, financial, and environmental benefit.
Inclusivity	We champion accessibility and diversity so everyone feels welcome.
Integrity	We are honest, transparent, trustworthy, generous, and kind.

Our Ethos

Music is a universal language. It's the heart and soul of what we do and has the power to connect, transform and transcend. We're for the music-lovers, the music-makers, and the sound creators, the administrators, and the operators, who unite to make music accessible for all.

Primary Purpose

The Events Administrator, Programming exists to provide administration support for Venue Hire. The role collaborates closely with Venue Hire Manager and Programming team along with key internal stakeholders to achieve successful events and outcomes for MRC.

Accountabilities

- Daily monitoring of the Venue Hire Inbox to assess priorities and escalate communications as appropriate to the Venue Hire Manager.
- Daily phone calls with hirers and clients which involve negotiating booking placements, offering advice on operational requirements, and advising on costs where appropriate.
- Facilitate all planning, preparation and on the day event delivery for allocated external corporate and meeting room hire events, assessing client needs and implementing appropriate service delivery.
- Coordinating and facilitating meetings and site visits for hirers.
- Hosting venue site visits for potential new hirers.
- Supporting the upkeep of Venue Hire internal documentation and external collateral.
- Conduct reference checks for first time hirers.
- Assist with the preparation of all Venue Hire contracts and deposit invoices.
- Support the Venue Hire Manager and Programming Coordinator with the placement of bookings, and day-to-day data entry for a variety of concerts and events within the Centre, utilising MRC's venue management systems (Artifax & Trello).
- Coordinate internal and external meetings and address calls and correspondence.
- Facilitate all MRC internal room bookings into Artifax and Outlook.
- Provide Additional Artifax support to the Programming Team.
- Carry out any other duties as appropriate that may be required by the Venue Hire Manager.
- Maintain and observe all current Health and Safety policies and procedures and take reasonable care for own health and safety and that of other persons that may be affected within the MRC in accordance with the MRC's Health and Safety policies and procedures.
- Actively promote and represent the Melbourne Recital Centre's principles of service excellence.
- Ensure all activities comply with Melbourne Recital Centre values, policies, professional and ethical standards.
- Foster good working relationships with all Melbourne Recital Centre staff, clients, customers, and stakeholders and promote a positive and co-operative working environment.
- In this position you will come into contact with a large amount of information, interact with a range of stakeholders, and be privy to a range of commercial-in-confidence issues that must be treated with strict confidentiality and sensitivity. The incumbent must have the ability to exercise a high level of judgement and maintain confidentiality when dealing with these issues.

Key Relationships

Internal

- Venue Hire Manager (Daily)
- Community & Creative Engagement Manager (Daily)
- Programming Coordinator (Regularly)
- Programming Manager (As required)
- Programming Producer (As required)

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- Dept Head of / Director of Programming (As Required)
- Marketing & Visitor Experience Team (Daily)
- Events Producer (Daily)
- Other MRC staff (Daily)

External

- Arts sector presenters and artists (Daily)
- Corporate sector presenters, representatives and companies (Daily)
- Contractors, suppliers and associated third parties (As required)

Key Selection Criteria

Essential

- Demonstrated experience of working in an administrative capacity for a performing arts venue or for a performing arts sector organisation
- Demonstrated capacity to be highly organised, determine workloads, set priorities and work independently to specified timelines
- Demonstrated ability to work in a multi-task environment and complete tasks within specified timeframes
- Demonstrated ability to problem solve and use initiative
- Well-developed interpersonal skills, as well as the ability to maintain strong positive relationships with a wide range of internal and external stakeholders
- Well-developed written and verbal communication skills in English
- Knowledge and experience at using IT programs, including Microsoft Word, Excel and Outlook and the capacity to become a highly skilled user of the MRC's venue management system (for which training will be given)

Desirable

- A knowledge of, or training in either Stage Management or back-of-house technical experience
- A knowledge of, and interest in, the presentation of live music or live events
- Demonstrated experience of working in an arts administration environment

Other Relevant Information

- The position is based at 31 Sturt Street, Southbank.
- The recommended applicant is required to undertake and maintain a Nationally Coordinated Criminal History Check (NCCHC), Working with Children Check (WWCC), and hold valid working rights.
- Melbourne Recital Centre is an Equal Opportunity Employer.
- Melbourne Recital Centre offers an inclusive workplace that promotes and values diversity. We welcome and encourage applications from people of all backgrounds, ages, religions, including Aboriginal and Torres Strait Islander Peoples, LGBTQIA+ people, those with disability, women and people with cultural or linguistically diverse background. We embrace flexibility as a key principle to allow our people to manage the changing demands of work, personal and family life.
- Melbourne Recital Centre provides a smoke free environment.

OH&S Responsibilities

In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction.
- Cooperate with their employer.
- Maintain and observe all current Health and Safety policies and procedures.
- At all times, take reasonable care for own health and safety and that of other persons that may be affected within the Workforce.