

MELBOURNE RECITAL CENTRE

POSITION DESCRIPTION

Position Title	Beacon Venue Manager
Reports To	Commercial Manager
Contract Period	Fixed Term; Full-time
Classification	Grade 4 + superannuation guarantee
Date	March 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 are Australia's preeminent destination for music in all its diversity, bringing together world-class artists and audiences to experience the raw, unifying power of performance.

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 community and creative engagement activities provide opportunities for Victorians of all ages and backgrounds to experience and engage with music and the Centre in new and exciting ways.

At Melbourne Recital Centre, music is more than an art form—it's a common language, a bond, and an invitation to belong. This is where magic happens, where music lives, and where, every day, we transform lives through shared live music experiences.

We acknowledge the Traditional Custodians of the lands on which we work, live, perform and learn. We pay our respects to the people of the Kulin nation, Elders past and present and to all Aboriginal and Torres Strait Islander Peoples.

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.

The Peter and Ruth McMullin Beacon

Melbourne Recital Centre renowned for its commitment to musical excellence and cultural enrichment, is expanding its vision with the creation of The Beacon. Perched high on Level 4 with breathtaking views across Melbourne's Arts Precinct to the city, The Peter and Ruth McMullin Beacon (The Beacon) answers a crucial need in our cultural fabric – a space where musical excellence meets social connection, where the casual and the curated coexist.

Part intimate piano bar, part sophisticated jazz lounge, part cabaret space, The beacon will pulse with a different kind of musical energy. It will provide a platform for emerging artists in an intimate setting, allow established musicians to experiment with new formats and styles, and create opportunities for genres that thrive in more informal spaces. Alongside its performance program, The Beacon will operate as a premium function and event space, capitalising on its striking setting. This ambitious project underscores MRC's dedication to innovation, inclusivity, creating space for new voices, new formats, and new ways of experiencing live music.

With fit out now underway, The Beacon is expected to welcome artists, audiences, and corporate hirers from mid-2026.

Primary Purpose

The Beacon Manager is responsible for managing the Beacon's events, functions and performances. From sales through to delivery, this role ensures the highest standard of service for MRC staff, corporate hirers, performers and our Food and Beverage partner.

The Beacon Manager is responsible for driving a fast-paced and sustainable program of commercial events, functions and MRC curated musical performances. Working closely with teams across the organisation and our F&B provider, they will develop, coordinate and deliver experiences that delight guest and client experiences and drive repeat business. This is a hands-on role where the successful candidate will work independently across all aspects of Beacon operations -nimble, responsive and enthusiastic, with the ability to bring people together across departments and deliver results through influence and collaboration.

Key Accountabilities

Beacon Venue Operations

- Act as the primary point of contact for all Beacon activity, ensuring seamless coordination across internal teams and external stakeholders.
- Lead the delivery of Beacon performances and corporate events from end-to-end – from client engagement and sales through bespoke and memorable events.
- Create bespoke offers to attract sales, deliver exceptional customer service and work closely with Programming and Operations teams to produce work class events.
- Coordinate with the MRC visitor experience, programming and operations teams on the delivery of MRC curated seasons and weekly performances – including technical set up, rehearsal, sound check and performer management.
- Ensure the smooth running of events and maintain accurate records in the events booking and management system (Artifax).

Revenue Generation

- Lead the sales program for the Beacon in close relationship with our F&B provider to increase utilisation and achieve attendance and revenue targets.
- Identify new clients and building repeat business, maintaining a solid retention base through exceptional service and a well-managed sales process.
- Collaborate with the MRC Marketing team to effectively promote Beacon offerings across all channels.
- Under the guidance of the Commercial Manager, develop and deliver revenue targets and commercial strategy for the Beacon.

Relationships and Partnerships

- Identify and pursue partnership and development opportunities that leverage the Beacon's unique potential for bespoke events and performances, working collaboratively with relevant internal teams.
- Attend regular cross-departmental coordination meetings, working respectfully and collaboratively with visitor experience, operations, programming, catering and marketing teams to ensure aligned delivery.
- Liaise and negotiate with external service providers and suppliers.

General Responsibilities

- **Health & Safety:** 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 MRC in accordance with MRC's Health and Safety policies and procedures. Fulfil designated emergency evacuation responsibilities, including acting as Chief Warden as required.
- **Service Excellence:** Actively promote and represent MRC's principles of service excellence. Ensure all activities comply with Melbourne Recital Centre values, policies, professional and ethical standards.
- **Professional Conduct:** Foster constructive relationships with internal and external stakeholders, promoting collaboration, trust, and a positive team culture aligned with organisational values.
- **Confidentiality:** Exercise sound judgement and maintain strict confidentiality when dealing with sensitive commercial and stakeholder information.

Key RelationshipsInternal

- Commercial Manager (daily)
- Director of Marketing and Destination Experience (daily)
- Chief Operating Officer (daily)
- Head of Operations (as required)
- F&B supplier (as required)
- Visitor Services team (as required)
- Marketing and Ticketing teams (as required)
- Events Producer, Technical and Operations Team (as required)
- Programming Team (as required)
- Stage Door (as required)
- Development team (as required)
- Other Melbourne Recital Centre staff (as required)

External Stakeholders

- Corporate and private clients (as required)
- Performers and their teams (as required)
- Contractors and Suppliers (as required)

Key Selection Criteria

- A proactive, can-do approach with the energy and enthusiasm to build something new – comfortable with ambiguity and energised by the pace of a venue environment.
- Self-motivated, confident and collaborative with excellent client development skills and a genuine desire to form productive partnerships both internally and externally.
- Proven ability to manage and deliver multiple priorities with outstanding attention to detail, high levels of efficiency, and sound organisational skills in a complex, fast paced environment.
- Significant experience in event delivery, with a strong events management and hospitality background. Experience in sales, negotiation, contracting and budget management.

- Demonstrated ability to influence, motivate and coordinate colleagues and partners across departments without direct line management authority.
- Excellent communication, negotiation, and interpersonal skills, with a proven ability to work co-operatively with a wide range of teams, service providers and suppliers.
- Highly developed financial and administrative skills including the demonstrated ability to achieve budgeted revenue targets and manage expenditure within budget.
- Strong procedural, analytical and problem-solving skills.
- High level computer skills including Microsoft Office suite and event management databases.

Qualifications / Experience / Certifications

- Relevant tertiary qualification in Business Administration, Commerce or similar.
- Minimum 3-10+ years corporate & non corporate events management and functions, sales, marketing, or a related role, demonstrating management.
- First Aid / CPR certification (or willing to undertake in induction).
- Fire Warden Certification (or willing to undertake in induction).
- RSA (or willing to undertake).

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.
- The position will involve irregular hours including evenings and weekends and considerable flexibility will be required.
- 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.