

Position Description	
Role Title	Commercial Venues and Events Manager
FTE	0.6FTE
Reports to	The Head of Frensham Schools through the Director of Operations
Commencement	Dec 2026/Jan 2027

Position Overview

The Commercial Venues and Events Manager is responsible for leading and growing the external hire and commercial utilisation of Frensham Schools' facilities while ensuring alignment with the School's educational priorities, operational requirements and strategic objectives.

This role reports directly to the Director of Operations and the Director of Finance and is responsible for identifying commercial opportunities, developing venue hire programs, managing client relationships, coordinating bookings and events, and ensuring facilities are maintained and presented to a high standard. Working collaboratively with stakeholders across the school, the position will maximise revenue opportunities while protecting the School's assets, reputation and operational needs.

This position is initially offered as a temporary 0.6 FTE appointment, with the potential to transition to a full-time permanent role subject to demonstrated demand, business growth and the successful expansion of the School's venue hire and events program.

The position requires flexibility to support events and venue hires outside normal working hours, including evenings, weekends and public holidays as required.

Key Responsibilities

Venue Hire Strategy and Business Development

- Develop and implement strategies to increase utilisation and revenue from School facilities.
- Conduct market research to identify potential hire opportunities, emerging trends and target markets.
- Identify and pursue new business opportunities including sporting organisations, conferences, community groups, educational organisations, camps, performances and corporate events.
- Develop pricing structures, packages and promotional initiatives to enhance venue appeal and competitiveness.
- Monitor venue hire performance and provide recommendations for growth and improvement.

Venue Hire Sales and Client Management

- Act as the primary point of contact for external clients and hirers.
- Manage the full venue hire lifecycle from enquiry through to contract completion.
- Prepare quotations, hire agreements and event documentation.
- Negotiate venue hire arrangements within approved delegations.
- Maintain strong relationships with existing and prospective clients.
- Deliver a high standard of customer service and stakeholder engagement.

Event Planning and Coordination

- Coordinate all external hirers, venue bookings and events across School facilities.
- Ensure venue usage is effectively scheduled around School activities, priorities and operational requirements.
- Liaise with key School stakeholders to coordinate venue access, event requirements and operational support.
- Manage event logistics including venue setup requirements, access arrangements, security, cleaning and contractor coordination.
- Ensure all events comply with School policies, risk management requirements and applicable legislation.

Venue Portfolio Management

Manage external hire activities across Frensham Schools' facilities including but not limited to:

- Gillick Sports Complex
- Clubbe Hall
- Parker Gymnasium
- Cooper Hall
- Boarding Houses (during holiday periods)
- Outdoor sporting facilities
- Meeting and function spaces
- Other School facilities as approved

Facilities and Asset Coordination

- Work collaboratively with the Grounds and Facilities Team to ensure venues remain safe, compliant and presented to a high standard.
- Monitor facility condition and identify maintenance, repair and renewal requirements.
- Coordinate venue inspections before and after external use.
- Report maintenance issues and assist in prioritising works affecting venue utilisation.
- Contribute to long-term planning for facility improvements that enhance external hire opportunities.

Financial Management and Reporting

- Develop annual venue hire targets and budgets.
- Monitor revenue performance and expenditure associated with venue hire activities.
- Produce regular reports on venue utilisation, revenue generation and market opportunities.
- Identify opportunities to improve operational efficiency and profitability.

Risk, Compliance and Governance

- Ensure venue hire activities comply with School policies, risk management frameworks and relevant legislation.
- Maintain venue hire agreements, insurance documentation and operational records.
- Ensure hirers meet all compliance and insurance requirements.
- Coordinate risk assessments for events where required.
- Protect the School's reputation through effective management of external users and activities.

The Ideal Candidate

Essential

- Understands and articulates the vision, mission and values of Frensham Schools
- Has outstanding relationship management skills and the ability to develop effective and ongoing relationships across a variety of stakeholders.
- Demonstrated experience in venue management, event management, hospitality, facilities hire or a related field.
- Strong business development and customer relationship management skills.
- Experience managing multiple stakeholders and competing priorities.
- Excellent organisational, communication and negotiation skills.
- Financial management and budget monitoring experience.
- Strong understanding of risk management and compliance requirements.
- Proficiency in venue booking and administration systems.

Desirable

- Experience working in an education or community organisation.
- Event management or hospitality qualifications.
- Experience managing accommodation bookings or commercial venue operations.
- Knowledge of WHS and event compliance requirements.

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Applications: Applications should be addressed to Mr Geoff Marsh, Head of Frensham Schools and must include a cover letter, curriculum vitae and the contact details of two referees.

Please email applications to hr@frensham.nsw.edu.au

Please apply as soon as possible as we will be shortlisting candidates progressively.

Further information: Call Victoria Hindmarch, +61 2 4860 2000.

All staff at Frensham Schools take an active role in ensuring our Child Protection programs, policies and processes are at the forefront of all that we do. A Working with Children Check Clearance Number must be provided to the School prior to confirmation of the appointment.