



Position: Conference Manager – Melbourne or Sydney

Reports to: General Manager of Conferences & Managing Director

Commencement Date: ASAP

WALDRONSMITH Management is one of Australia's leading Conference and Event Management organisations, delivering successful conferences and events for a range of professional associations, not for profit and corporate clients.

Reporting directly to the General Manager of Conferences and Managing Director your focus in this role will be to maintain and bring valuable new initiatives to our existing conference and event business. You will manage a diverse portfolio of clients planning and delivering national and international conferences throughout Australia.

You will have a minimum of 3 years experience within the conference industry and have demonstrated the successful management of complex events for 500 plus delegates with significant sponsorship and exhibition involvement. You will also have extensive experience and skills in client liaison, committee management and team leadership to ensure we can collectively bring people together and a conference to life.

The challenging role will require the following expertise:

- Excellent oral and written communication and interpersonal skills
- Outstanding client relationship skills
- Project management skills
- Strong team management / leadership skills and experience
- Ability to work alongside our current team – a team player
- Strong ability to multi-task, attention to detail and work under pressure
- Venue and program management
- Create and deliver a detailed marketing program
- Graphic design, web and print management
- Strict client budget and financial management expertise
- Management of staff and associated critical timelines
- Proficiency with MS Office software suite and Events Air
- Ability to operate in an unsupervised environment
- Availability to travel Nationally and occasionally Internationally



Responsibilities Include:

- Building and maintaining relationships with association and corporate clients
- Actively assist and support the General Manager of Conferences, Conference Operations Manager and Managing Director with client/delegate liaisons
- Overall management of 5 – 6 conferences at any given time as allocated by the General Manager of Conferences and Managing Director
- For each conference allocated, the Conference Manager is responsible for establishing and managing the program, social events, conference milestones, sponsorship and exhibition, registration needs, budget and financial management, design and production of marketing material, administration, onsite management etc
- Effectively manage and lead the designated team from WSM in a positive and supportive manner
- Performing responsibilities and duties in a professional and ethical manner according to company policies and procedures
- Attend to other duties and tasks as directed
- Attend various industry functions alongside General Manager of Conferences, Conference Operations Manager and Managing Director when required.
- Work alongside MCB, BES and Brisbane Marketing with their PCO Partner programs.

Organisational support:

You will report directly to the General Manager of Conferences and Managing Director who will also offer you support and guidance on a regular basis.

For each conference you are managing you will have a designated and experienced team supporting you from Delegate Services, Sponsorship & Exhibition, Program Management and Conference Administration that will ensure an outstanding outcome for all key stakeholders.

Benefits and culture:

Some of the benefits we provide include financial assistance for professional staff development for each year of employment as well as an annual staff professional development day. We also offer an extra day off for our staff on their Birthday.



Selection criteria and remuneration:

Within your CV you will be able to highlight to us your extensive experience within the conference industry, demonstrating the successful management of complex conferences. Alongside the extensive experience and skills in client liaison, committee management and team leadership.

To be negotiated in line with your experience - Please indicate your salary expectations when applying.