



KATOOMBA
CHRISTIAN
CONVENTION

ALL ONE IN CHRIST JESUS

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Functions Operations Manager

SITE MANAGER – Katoomba

Maternity Fill-in (approx. 6 months)

Katoomba Christian Convention (KCC) has been delivering annual Christian conventions to a diverse, evangelical Christian community for over 60 years on its premier site in Katoomba, engaging over 16,000 annually. Its 10ha Conference Centre site consists of 6 separate accommodation centres, a powered camping ground and a 2000-seat auditorium, all in a bushland setting on the edge of the Blue Mountains National Park. With the capacity to accommodate 15 to 700 guests, this beautiful bushland site has enormous potential to host a variety of events of all scales, not only for schools and churches but also large NFP and commercial organisations.

Throughout 2020, KCC has increased its global and national reach, in boosting its capacity to livestream its events.

To capture the continuing best use of the site this year, the role will lead a dedicated team to identify new opportunities for special interest and corporate groups, the community and beyond, as the sector recovers from the restrictions of COVID-19. Useful partnerships with event management companies and other parachurch organisations will add to the profile of this popular destination venue. Reporting to the Executive Director, the role will act as Guest Relations for events on site as well as continue to nurture our important existing relationships. It will have total oversight of financial and operational performance, ensuring the 'look and feel' of its grounds and facilities, are at its peak.

We anticipate your experience will reflect an entrepreneurial, client-centric outlook, with a keen sense of operational and logistical processes to enable the success of events of varying sizes. Recognised as an excellent 'People Manager', your experience in the hospitality/events management sectors and the related functions in F&B, catering and accommodation, should include experience with outdoor events. An understanding of the impact and attraction of eco-tourism will be valuable. This is a maternity fill-in position, ideally April – November 2021.

KCC's Mission and Values determine that this role will suit an evangelical Christian with an active church life. Preferably, you would have already benefitted from KCC's events. www.kcc.org.au. Initial enquiries to Judy Wong-See on 0412 032 296 or email judy.ws@credenceintl.com. Only shortlisted candidates will receive a Job Description along with a detailed discussion on the role and its critical criteria.