



Taree Basketball Association

Home of the TAREE TORNADES

Job Title: Stadium Manager

Location: Iron Arena, Bligh Street Chatham, NSW 2430

Job Type: Permanent Part Time for a 12 month period with a view to extend.

Reports To: Taree Basketball Board of Directors

Salary: Salary will be by negotiation according to hours worked and experience. A guide would be \$35 per hour and hours are determined by stadium events, requiring flexible administration time.

Position Overview

The Taree Basketball Stadium Manager will be responsible for overseeing the day-to-day operations of Iron Arena, a multi-purpose sports stadium, and oversee the delivery of the stadium's various sports programs. The role must ensure the facility is maintained to the highest standards and provide an exceptional experience for all guests. The role will contribute to the positive impact sport has for the Taree and surrounding communities through engagement with a variety of key stakeholders. This role requires a highly organized, detail-oriented leader with a background in facility management, event coordination, and staff leadership within a sports environment.

Key Responsibilities

1. Event Coordination:

- Plan and coordinate all local competition basketball games (Senior & Junior), team co-ordination, and other events held at the stadium.
- Plan and coordinate all Taree Tornados representative basketball (Junior) team administration, training times, referee allocation and participation in BNSW NEJL league
- Liaise with Taree Tornados Team officials, BNSW league representatives, and event organizers to ensure all requirements are met.
- Plan and coordinate a Taree Tornados referee roster including local and NEJL League game times, communicate direction and details to referees each week as well as assist in the development and delivery of a Referee Development Program.

- Build and develop basketball competitions to support the Board and Committee achieve maximum growth participation and financial goals.
- Ensure communications are seamless around all events with TBA Board, Committee, Coaches, Team managers, Referees and any changes to planned events.
- Promote development opportunities online and at the stadium for Players, Coaches, Team Officials and Referees
- Coordinate bookings for other sports (Futsal and Hockey), schools and organisations using the facility
- Oversee the setup and breakdown of events, ensuring all logistical aspects are handled efficiently.
- Maximise venue utilisation through sporting competitions, hire, events, functions and any other usage compatible with the venue
- To establish strong and healthy relationships with local schools, club/s, local government, sponsors and all other key stakeholders.
- Management of infrastructure, Basketball equipment, tools and uniform stock.

2. Facility Management:

- Oversee the maintenance and upkeep of the stadium, including the courts, seating areas, locker rooms, concession stands, restrooms, and parking facilities.
- Coordinate with maintenance and cleaning staff to ensure the stadium is always in excellent condition. Complete regular light cleaning of the Canteen and Foyer areas.
- Lead Canteen management including stock ordering, rotation and supplier relationships.
- Manage relationships with vendors and contractors for repairs, upgrades, and maintenance services.
- Assist in the coordination of the Iron Arena Court extension and renovation project
- Provide sound financial management and control over all finance related operations.

3. Customer Experience

- Ensure a safe, welcoming, and enjoyable environment for all guests, especially upon entry to the stadium
- Be a positive role model for all communication across Players, Families and Community members
- Build a positive profile for Taree Basketball and Basketball NSW, including its programs within the community.
- Address any guest concerns or complaints promptly and professionally.

4. Safety & Compliance

- Ensure budgets, WHS, risk management, customer service, player, coach, volunteer and spectator policies and procedures are in place and adhered to.
- Ensure the stadium complies with all health, safety, and security regulations.

Skills & Experience

Successful candidates will also have, or be willing to obtain:

- Previous experience in managing Sport and Recreation Programs
- (HLTAID011) Provide First Aid Certificate
- (HLTAID009) Provide CPR Certificate
- Relevant leadership experience in a sport and/or recreation environment
- Qualification in sport and recreation management or similar (highly desirable)
- Previous experience using sports management software
- Well-developed stakeholder engagement skills
- An innovative and visionary approach to the activation of spaces and community inclusion
- The ability to co-ordinate player programs (in particular junior player attraction, retention and development) and increase participation by players, games officials and volunteers.
- Ability to manage high workloads and meet deadlines within specific time frames

How to Apply

Interested candidates should submit their resume and cover letter detailing their relevant experience and qualifications to info@tareebasketball.com.au by Monday 10th June, 2024.

Iron Area is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all Players, Families and Employees.

Contact Information

Taree Basketball Association
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