



274 Brunswick St, Fitzroy, VIC 3065

Ph: 03 9824 0177

bookedout.com.au

bookings@bookedout.com.au

Position Description

Position: Booking Coordinator

Booked Out Speakers Agency

Booked Out is a speakers' agency for writers, artists, social commentators and more. Our speakers hail from a broad range of disciplines, but are all tied together by the written word and a passion for progress. Our clients range from schools, councils, festivals and libraries, with a strong relationship to the publishing industry. Please take a look at our website to find out more about us: bookedout.com.au

Who We Are Looking For

We're looking for someone with administrative experience, attention to detail, excellent communication skills and diplomacy. You are quick to learn new computer skills and enjoy working in a small team of friendly, lively people. It is an open-plan and busy office, so you will need the ability to work under pressure, stay focused, and manage your own workload. Favourable attributes include: an interest in literature (YA & Adult), an enthusiasm for education, commitment to social justice and awareness of current affairs.

Position Description

The position of Booking Coordinator primarily involves liaising between our clients and speakers on phone and email to negotiate details of each booking - date, venue, schedule, fees, etc. In this flexible role, your tasks will mainly involve facilitating bookings for our speakers, while also writing website news posts, updating speaker profiles, creating email campaigns and print marketing collateral. A confident phone manner is paramount, as a large part of the role involves answering and placing calls to clients and speakers.

To be successful in this role, you must have:

- Excellent organisation skills, with the ability to plan, prioritise and manage competing deadlines
- Strong written and verbal communication skills, via email and phone
- A strong sense of initiative, with the ability to work independently and manage own workload
- Openness to variability, as you will often need to quickly switch between multiple tasks to answer phone calls or action urgent requests
- Great attention to detail and quick to learn new skills (we're a Mac office using Filemaker, WordPress, Campaign Monitor)
- The ability to work effectively as part of a small team, in an open-plan and busy office
- Administrative or customer service experience desirable

Hours and Location

This role is a permanent part-time position (0.8 FTE), with flexible hours, 4 days a week (9am–5pm) or 5 days (9am–3pm). As we transition back to working in the office, hours will be split between our office and working from home (laptop provided), currently with a 50/50 split until January 2022. Our office is located in the heart of buzzing Fitzroy, 2 stories high on Brunswick Street.

Start Date

Start date is flexible and will be discussed with the successful candidate. Our office closes over summer from December 17 2021 – January 17 2022.

Ideally, we would like the successful applicant to start ASAP, beginning with training one day a week in December and progressing to their regular hours when we reopen the office in January.

To Apply

Applications are accepted via email to: bookings@bookedout.com.au. Please put 'Booking Coordinator Application' in the subject line. Attach your Resume and a Cover Letter, telling us why this role is made for you and any relevant experience you have. An overview of your current or expected work and/or study commitments is appreciated.

Applications will be accepted until 11.59pm on Tuesday, 30 November 2021. Please note we will be reviewing applications and interviewing suitable candidates before the deadline, so early applications are encouraged.

Contact

Questions about the role can be directed to Georgia Atkinson via georgia@bookedout.com.au.