

BOOKINGS CONTRACTOR EOI FURTHER DETAILS

BACCHUS MARSH PUBLIC HALL

The Bacchus Marsh Public Hall Committee of Management is seeking Expressions of Interest for a Contractor to manage the Bookings and Hiring Function for the hall for a period of twelve months.

The core responsibilities are to promote and facilitate the hiring of the hall to community members, business and government managing the invoicing, book keeping and key handling with monthly reports to the Committee of Management.

A full list of the Duties can be found at www.bmhall.org.au

Expressions of Interest are open now, closing **5pm 23rd February 2020** with a review period of **one** week.

Expression of Interests should include:

- a brief detailing applicable experience
- resume or references in relation to performing similar past duties
- proof of a current Australian Business Number (ABN) or ability to register one
- Current Driver's licence

and be addressed to the Chair and emailed to chair@bmhall.org.au

For any further queries please contact the Chair, Stuart Deagan on – 0414 861 044 or at chair@bmhall.org.au