

We are hiring!

HALL MANAGER – SAMFORD FARMERS HALL

Samford Farmers Hall Association Inc. is seeking a reliable, organised and community-minded Hall Manager to manage the day-to-day administration, bookings, financial coordination and operational support for Samford Farmers Hall.

About the role

The Hall Manager will act as a contractor with their own ABN and will be responsible for completing the tasks and duties associated with the management of Samford Farmers Hall.

The role is suited to someone with strong administration, communication, financial and coordination skills who can work independently while liaising effectively with the Samford Farmers Hall Committee.

The successful applicant will be dependable, well organised and confident communicating with community members, hirers, contractors and Committee representatives. Experience with administration, online booking systems, basic financial processes and Xero would be highly regarded. The current manager notes her time commitment varies from one hour to eight hours per week, with two to three hours at the end of each month for invoices and reconciliation.

How to apply

For further information and to submit an Expression of Interest, please email:

admin@Samfordfarmershall.org.au

Applications close: 18 September 2026.