



**CONTRACTED POSITION:** POKER TOURNAMENT DIRECTOR  
**REPORTING TO:** APL OPERATIONS MANAGER / LICENSEE  
**STATE:** VIC, NSW, QLD, SA, WA & TAS

## Position Description

### PURPOSE

The Tournament Director is responsible for ensuring the success of the APL poker events being conducted in venue. This includes conduct of poker crew to APL standards, occasionally facilitating other poker crew and maintaining equipment at all events. Success in the role is achieved by generating additional player numbers to attend the event over time and making sure the playing environment is safe, fun and fair.

### QUALITIES

- ♠ General Understanding of Texas Hold'em Poker Rules
- ♥ A friendly attitude and good customer service skills
- ♦ Basic mathematics and cash handling skills
- ♣ Time management & organisational skills
- ♠ Basic computer proficiency
- ♥ Able to work independently without supervision

### TASKS & RESPONSIBILITIES

- ♠ Ensure you attend (or a suitable replacement) attends any event you have been contracted to run
- ♥ Support venue promotions to ensure they are receiving value from their poker tournament
- ♦ Ensure the event is conducted in accordance with the general procedures provided
- ♣ Ensure the players adhere to the APL Players Member Charter and APL Rules
- ♠ Ensure equipment is in working order and request replacements when required
- ♥ Propose event mechanic changes where required by listening to player feedback
- ♦ Setup the room correctly in conjunction with venue staff including tables, chairs and all poker equipment
- ♣ Register all players into the software system
- ♠ Ensure the running of the tournament as per the APL Rule book including calling all blinds up
- ♥ Make sure all money handling procedures are followed when collecting buy-ins
- ♦ Break down tables as players are eliminated from the tournament
- ♣ Make rulings on play from time to time
- ♠ Ensure the top 16 are correctly recorded in the online software program
- ♥ Promote upcoming special events & new venues starting in the area
- ♦ Hand out the players winnings when players are in the cash
- ♣ Help pack the room up once the tournament is completed as per the venues instructions

### MUST HAVES

- ♠ ABN  
(AUSTRALIAN BUSINESS NUMBER)
- ♥ Drivers Licensee or  
Transportation  
(PERSONAL VEHICLE PREFERRED)
- ♦ Supply your own  
laptop (Any operating system)
- ♣ Flexible to work  
1-8 events per week
- ♠ Black Pants & Black  
Dress Shoes  
(Shirts Provided)