

Event Production Coordinator

Full time role: 40 hours a week (flexible working negotiable)

Salary: \$60-70k Package. Negotiable depending on experience

Location: Brookvale (Sydney), NSW Australia

Company Overview

Purpose: Wild Women On Top inspires women to lead adventurous lives they love.

Mission: "To grow a community of adventurous women, hiking together to inspire and empower each other to lead lives they love."

We create Coastrek, 30-60km team trekking challenge, which is a 12-week journey of shared adventures in nature, hiking along a stunning coastline for fun, fitness, friends and charity. We also partner with like-minded brands to reach out boldly and cultivate moments that take your breath away.

The Role

You will join an exciting passionate team who work hard and play hard.

We are looking for a wildly energetic Event Production Coordinator to support our Event Production team. You will be trusted with handling all event planning, production, logistics admin to produce a Coastrek event. During busy periods you will be required to assist the Customer Service function with phone and email enquiries from trekkers.

Coordinating and managing all event production functions to assist in creating the ultimate Trekker Experience for Coastrek events. This includes general office administration and support tasks as required.

As with all events related roles, there are peaks and troughs in the workload during the project. You may be called upon to work evenings or weekends during the event cycle, either at events and/or on the Coastrek event weekend.

You will have fun, work hard to deadlines, have awesome organisational skills, strive to be the best you can be and maintain a good work/life balance. You will also benefit from our optimistic vibrant culture, flexible hours and supportive work environment which will focus on helping you achieve your goals with us.

This position will involve out-of-hours events and activities to support event delivery. You will be notified of this beforehand where possible.

Reporting lines

You will report directly to the Event Production Director.

Key responsibilities

You will be required to:

- Work closely with our charity partner to engage, coordinate, roster and brief our awesome volunteers in the lead up to event day.
- Taking and distributing minutes at logistics and charity partner WIP meetings.
- Organising small projects/events related to Coastrek events i.e. Top Tips Night
- Research, engage, obtain quotes, and manage all event contractors and partners in the lead up and on event day while leading the bump in and bump out schedule ensuring smooth operations.
- Assist council, Parks or other permit applications for event day.
- Update key operational documents as required for volunteers, logistics and trekker related material (Website, event plans, scoping documents etc.).
- Ensuring all site maps are updated and extensively filled out before sending to contractors/volunteers/partners.
- Upload and update maps.me files and instructions onto website.
- Assist with stocktake of gear and onsite equipment for event weekend.
- Assisting event execution on Event Weekend.
- Provide overflow assistance for customer service role and annual leave, if required.
- Engage with and maintain relationships with product partners for event day.
- Finalise all invoicing post-event and budget monitoring

Key requirements to succeed

- Event and/or logistics experience.
- Be available to work some weekends and evenings aligning to our event calendar (this involves interstate travel to key events 4-5 times a year with our Coastrek team)
- Valid Driver's licence Note, you will need to drive a hire vehicle so need to meet the hire company driver experience requirements.
- Right to live and work in Australia.
- Ability to follow documented procedures and identify where improvements are required.
- Great attention to detail and process of continuous improvement.
- Advanced computer software and content management system skills.
- Ability to manage priorities and quickly grasp the latest technology.
- Exceptional written and verbal communication skills.

Employment terms

This is a full time role, 5 days a week. Flexible working hours will be considered.

PLEASE NOTE: Wild Women On Top supports role flexibility if that role is manageable in reduced hours and salary will be pro-rata.

Work experience/background

A minimum of 5+ years of experience in an event production role. You have a suited qualification that could be event management or similar. You have a desire to learn, build on your strengths and be part of a dynamic team.

Salary and benefits

- Market related salary.
- We envisage you growing with the team and will develop a career plan to support your goals.
- Flexible office hours within full time core hours.
- Healthy workplace and a strengths-based culture of cooperation and excellence.
- Supported education, training and travel opportunities.
- Event weekend package benefits.