

Events Coordinator

POSITION DESCRIPTION



Position Number:	3854
Department:	Office of the CEO
Section:	Advance Rockhampton
Unit:	Tourism, Marketing and Events
Position Status:	Contract Full Time
Classification:	Limited Term Contract
Reports To:	Manager Tourism, Marketing and Events
Revised:	August 2025

General Position Statement

The Event Coordinator is responsible for the planning, coordination, and delivery of large-scale events that enhance community engagement, promote regional tourism, and support strategic objectives. This role involves working collaboratively with internal council departments, external stakeholders, and service providers to ensure events are executed safely, efficiently, and in alignment with Council's values. The Coordinator oversees logistics, budgeting, compliance, and post-event evaluation, contributing to continuous improvement and long-term event success.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Contribute to the conceptual and operational development of the Rockhampton Regional Council event strategy.
- Lead an experienced and dedicated events team including employees, volunteers and contractors to develop, brand, market, deliver and grow Council run major festivals and events including RockyNats, Rockhampton River Festival, Capricorn and the Rockhampton Show.
- Develop and implement detailed event plans, timelines, and schedules.
- Coordinate logistical aspects including venue setup, permits, equipment, and staffing.
- Build and maintain relationships with key stakeholders.
- Facilitate stakeholder meetings and maintain clear communication throughout event lifecycles.
- Prepare and manage event budgets, ensuring cost-effective delivery.
- Create Tenders and execute contracts with suppliers and service providers.
- Ensure compliance with relevant legislation, safety standards, and council policies.
- Oversee event setup, operations, and pack-down and act as the primary point of contact during events to resolve issues and ensure smooth execution.
- Work collegiately with all departments of Council that support event delivery in a timely and proactive manner to ensure the safe and sustainable delivery of events.
- Conduct post-event evaluations, gather feedback, prepare reports and implement improvements for future events based on past performance and stakeholder input.

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- Secure event funding and sponsorship to support the operating budget.
- Effectively represent Council publicly and to the media on relevant events matters in conjunction with the Mayor and Councillors, including various networking events, forums and presentations.
- Provide leadership and high-level strategic direction to staff and manage the Human Resources function of the Unit.
- Provide advice and assistance to all other sections of Council on event opportunities, as required.
- Refer matters that may impact upon the business, Council and employees to the relevant Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Extensive experience managing major events in the public or private industry with excellent knowledge of the festival and event industry.
- Demonstrated event project management skills with the ability to plan, execute, and oversee complex event projects from concept to completion.
- Experience in preparing budgets, tracking expenses, and managing financial resources efficiently.
- Strong written and verbal communication skills for engaging stakeholders both external and internal, negotiating contracts, and managing public messaging.
- Expertise in managing event logistics including site planning, equipment, transport, and scheduling.
- Proficient in identifying risks, developing contingency plans, and ensuring compliance with safety regulations.
- Exceptional leadership skills with the ability to inspire and provide direction and support, promoting a “can do” attitude and an environment of creativity and innovation.
- Ability to build and maintain productive relationships with sponsors, vendors, community groups, and internal teams.
- Experience in leading cross-functional teams, volunteers, and contractors during event delivery.
- Quick and effective decision-making under pressure, especially during live event scenarios
- Strong conceptual and analytical skills, ability to problem-solve and think both creatively and strategically.
- Commitment to delivering positive experiences for attendees and stakeholders.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team’s customers’ experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Career/Development – Ability to identify development activities required to perform current role and opportunities to develop to meet career expectations (as applicable).
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.
- Ability to effectively operate Council’s computer systems including the Ci Anywhere Suite (R1 and ECM) and the MS Office Suite.

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Qualifications

- Degree qualification in Event Management (or related discipline) and/or substantial demonstrated experience at a senior level Event management role.

Leadership Capabilities

- *Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level Tactical Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth.*

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Ability to work on an 'on call' roster including after hours and weekends.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level Tactical Leadership (Managers and Coordinators)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Promotes Council's vision and values. Engages and inspires others through aligning work with the vision.
	Empower our People	Coaches, mentors and empowers others through building trust and confidence across Council.
	Enable Teamwork and Collaboration	Identifies opportunities and enables respectful teamwork and collaboration across Council.
	Effectively Communicate across the Organisation	Fosters open and transparent communication and the sharing of information across Council.
	Build Effective Enduring Relationships	Strategically expand own and team's networks to ensure success.
Deliver Results	Manage People Performance	Ensure that teams understand the alignment between their work and Council's vision, mission, purpose and plans and receive support to successfully deliver against those.
	Develop our People	Provide development and coaching and mentoring opportunities to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and supports others to develop organisational, political and situational awareness and supports navigation of same.
	Demonstrate Organisational and Situational Awareness	Makes complex decisions in the absence of clear rules and processes.
	Maintain a Strategic Focus	Develops strategic direction for section/unit in line with Council's strategic direction, values and input from team.
	Plan and Organise Resources	Ensures group delivers against operational plans and KPIs through facilitating the delivery of quality work, safely, within budgets and deadlines.
Customer / Community Driven	Be Customer and Community Focused	Supports and enables teams to ensure the delivery on the purpose of Council and delivering what's best for the customer and community.
	Manage customer and stakeholder relationships	Leads, develops and supports a customer and stakeholder focused team.
Lead and Enable Change	Lead Change Effectively	Leads and champions organisational change.
	Lead Continuous improvement and Innovation	Ensures that the benefits of continuous improvement opportunities are realised across Council.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Maintains own learning agility and enables others in their personal growth.
	Lead with Emotional Intelligence	Role model values based leadership and continued focus on building resilience and leading with emotional intelligence.
	Build and maintain Technical and Operational Competence	Enables others to develop and maintain technical and operational competence.