

POSITION DESCRIPTION

EVENTS OFFICER

POSITION DETAILS

Date of Position Description	July 2026
Position Title	Events Officer
Position Grade	Grade 8
Directorate Business Unit	City Engagement & Experience Events & Festivals
Reports to	Team leader – Major Events (Programming or Production and Team Leader- Civic Events and Protocol
Physical Requirements Category	Category 3 - Combined role with some Physical Requirements
Job Location	9 Wentworth Street, Parramatta (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

The Events & Festivals team curates, plans, and delivers the Council's annual events and festivals program. They manage strategic partnerships for externally delivered events, run the Council's Live Music Program, and serve as the main contact for third-party events in Parramatta. Additionally, they oversee the annual Civic Events program, handle related protocols, and work with community organizations to administer the Community Events Grants program, ensuring safe and high-quality community events.

The Events Officer position is responsible for assisting the Events & Festivals Team in the delivery of entertainment and public event experiences for the City of Parramatta. This is achieved through supporting the annual program by delivering high quality events that foster positive reputation and outcomes for the City of Parramatta.

KEY RESPONSIBILITIES

Role Specific

- Assist the Events & Festivals team in providing support and advice to Council staff and stakeholders in the conduct of events and related activities in line with Council guidelines and policies.
- Work closely with Project Leads, Team Leaders and Events & Festivals Manager in ensuring the delivery of high-quality events on behalf of Council.
- Work with Events & Festivals team members to identify, research, coordinate and complete event-specific projects.
- Liaise with internal and external customers to coordinate requests, manage partnerships and maintain effective business relationships.
- Provide support to event leads on the day of each event as required.
- Manage time to balance out-of-hours work requirements and daily work priorities within Council's flexible workplace policies. Noting that this position requires occasional work out of hours and on weekends.
- Driving will be required to undertake duties relevant to the role and to support the wider Events team.
- Effectively share and communicate relevant information for relevant events and associated matters to both internal and external stakeholders.

- Develop and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities
- Support the procurement and administration process of event organisation and ensure contractual obligations are met.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, including the COVID 19 Vaccination Policy, as amended from time to time

KNOWLEDGE

Qualifications

- Tertiary qualifications (min Cert III) in Event Management or a minimum of 2 years' experience in an Events role.
- Class C motor vehicle driver's licence.

Experience

- Demonstrated understanding of events and related functions.
- Experience working as part of a team to deliver outcomes and support project leads or managers
- Experience supporting the planning and delivery of events, festivals or community programs

Skills

- Demonstrated ability to effectively and appropriately communicate with a diverse client group at all levels and act professionally and with discretion
- Awareness of and sensitivity to cultural diversity.
- High level of interpersonal skills, including both written and verbal communications.
- High level of awareness and knowledge of protocol requirements.
- Ability to communicate with and relate well to all levels within the community.
- Ability to forward plan to set goals and achieve these goals
- Ability to set priorities and react proactively with issues in areas of responsibility.