



Event Manager

Location: Sydney, NSW

Employment Type: Full-Time

Reports to: General Manager

Salary: \$80,000 – \$90,000 per annum

About Sydney Eisteddfod

Sydney Eisteddfod is one of Australia's most iconic performing arts organisations, offering a platform for thousands of young artists to showcase their talent across music, dance, speech and drama. With a rich history dating back to 1933, our annual festival comprises more than 300 events held between May and September, engaging performers, educators, adjudicators and audiences from across the country.

About the Role

We are seeking a highly organised and passionate Event Manager to oversee the planning and delivery of the Sydney Eisteddfod festival. This is a hands-on role requiring a proactive, detail-oriented professional who thrives in a fast-paced, collaborative environment. You will be responsible for end-to-end event coordination, working closely with the operations team, volunteers, venues and stakeholders to ensure the smooth and successful running of all events.

Key Responsibilities

- Develop and manage the event schedule, logistics and delivery of the annual festival
- Liaise with venues and suppliers to confirm bookings and requirements
- Administer the appointment of adjudicators and artistic personnel, handling contracts, correspondence, travel plans, and accommodation arrangements.
- Ensure events are delivered to a high standard, on time and within budget
- Oversee management of all event equipment and documentation, including the development of run sheets and stage plans
- Coordinate bump-in/bump-out processes, on-site set-up, signage and technical requirements
- Proactively lead the team of event staff and volunteers, assigning responsibilities and providing support in roles as required
- Respond to on-the-ground issues and troubleshooting during events
- Maintain strong communication with internal teams, participants and stakeholders
- Monitor risk management protocols and ensure compliance with WHS requirements
- Support post-event reporting and evaluation processes

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About You

- Minimum 3 years' experience in event management, ideally within the arts, festivals or not-for-profit sectors
- Excellent organisational and time-management skills, with a strong attention to detail
- Calm under pressure, adaptable and solutions-focused
- Exceptional interpersonal and communication skills
- Proven ability to manage competing deadlines and logistics across multiple venues
- Budget management experience, including cost estimation, tracking, and reporting
- High levels of computer literacy, including proficiency in Microsoft Office Suite and experience with CRM or ticketing software
- Current driver's licence and flexibility to work evenings and weekends during peak event periods

This role requires significant out-of-hours and weekend work during the Eisteddfod season. It is expected that this position will manage their work pattern in a way that allows their presence at events, whilst meeting their personal and wellbeing commitments. Time Off in Lieu is provided to offset any additional hours worked.

Why Work with Us?

- Be part of a legacy Australian arts organisation
- Make a meaningful impact on the lives of young performers
- Join a collaborative and supportive team environment
- Flexible hybrid working arrangements outside of festival period

How to Apply

Please send your CV and a cover letter outlining your relevant experience and why you are interested in the role, in PDF format, to recruitment@sydneyeisteddfod.com.au
Applications close Monday 25 August, 5.00PM