



Event Coordinator

Location: Sydney, NSW

Employment Type: Full-Time

Reports to: Event Manager

Salary: \$70,000 – \$80,000 per annum, plus superannuation

About Sydney Eisteddfod

Sydney Eisteddfod is one of Australia's most well-established 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 motivated and highly organised Event Coordinator to support the planning and delivery of the Sydney Eisteddfod festival. This hands-on role is ideal for someone who thrives in a dynamic, fast-paced environment and enjoys contributing to meaningful arts events that engage communities.

You will assist with event logistics, communication, scheduling, and on-site coordination, working closely with the Event Manager, operations team, volunteers, venues and stakeholders to ensure the smooth delivery of events throughout the festival period.

Key Responsibilities

- Support the full event cycle of the annual festival - including planning, scheduling, logistics, venue coordination, supplier liaison, post-event reporting and evaluation.
- Provide excellent customer service by managing general enquiries professionally and promptly.
- Assist with coordinating adjudicators and artistic personnel, including correspondence and travel/accommodation arrangements.
- Prepare essential event documents such as run sheets, stage plans, equipment lists and operational guidelines.
- Contribute to on-site event operations, including bump-in/bump-out, set-up, signage, technical requirements and troubleshooting.
- Coordinate and roster volunteers and casual event staff, providing guidance and support during festival operations.
- Monitor risk management protocols and ensure compliance with WHS requirements
- Maintain strong communication with internal teams and stakeholders.

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About You

- 1-3 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
- Confident communicator with strong interpersonal skills
- Proven ability to manage competing deadlines and logistics across multiple venues
- 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 6 April, 5.00PM