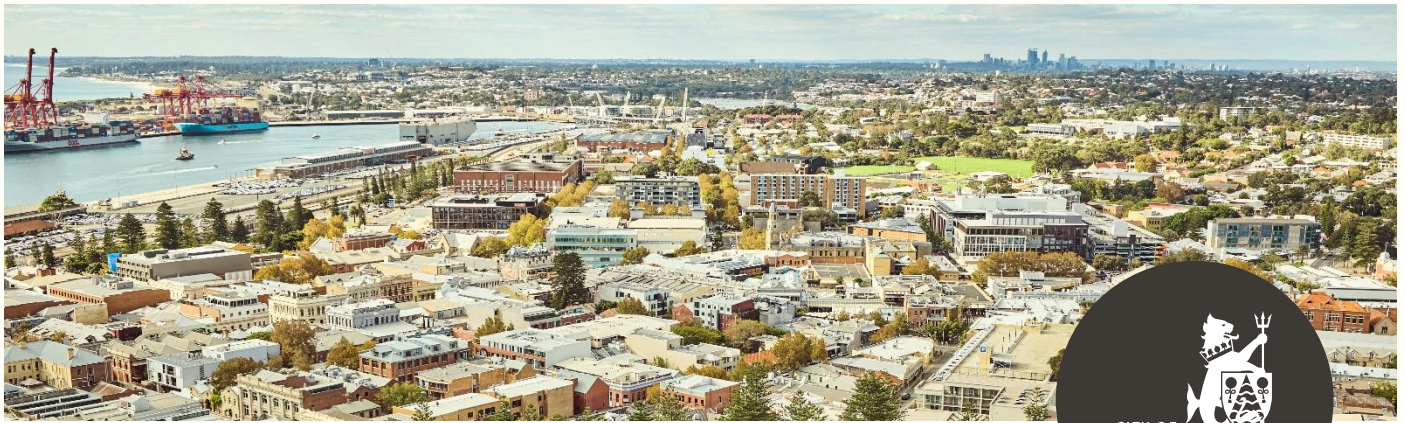




Events & Place Partner

Fixed Term (1 year) full-time

Salary \$91,741 – 108,179 per annum + 12% super

Benefits

- **Health and Wellbeing program**
 - **Superannuation co-contribution options**
 - **17.5% leave loading**
 - **Access to Fitness Passport**
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Organisational Overview

The City of Fremantle's Events team delivers some of the most loved moments in the local calendar. From family festivals and seasonal pop-ups to civic ceremonies and large-scale celebrations. You'll help bring people together across Walyalup through events that are vibrant, inclusive and full of heart, working across iconic City locations with a team that thrives on collaboration, fast-paced delivery and shared pride in creating memorable public experiences. With flexible conditions and genuine support, this is a role where no two days are the same, and every event makes a difference.

The City of Fremantle is currently seeking to appoint an Events & Place Partner to design and deliver a dynamic calendar of events and activations that align with the City's strategic objectives, enhance community engagement, and promote Fremantle's brand.

Key Responsibilities

- Deliver a high quality and diverse events and activations program that strengthens Fremantle's brand and delivers community and economic through effective planning, continuous improvement of event design and delivery, and operational oversight including the supervision of contractors and volunteers to ensure safe and successful outcomes.
- Provide clear, accurate and consistent guidance on external events and event sponsorship by overseeing application and approval processes and responding to enquiries, ensuring events are appropriate, compliant and aligned with the City's brand and strategic objectives.
- Strengthen the City's position as a premier location for major events and festivals through sponsorship, partnerships and external funding opportunities, while ensuring effective financial governance by preparing, monitoring and reporting on budgets and securing grant funding to support service area projects and deliver economic and community benefits.
- Ensure effective, consistent and strategically aligned delivery of events and event sponsorship activities, by maintaining fit-for-purpose operational plans, policies, procedures and guidelines that enable implementation of the Economic Development Strategy, Destination Development Strategic Plan and other organisational priorities.
- Lead the collection and dissemination of industry and market-based analysis/research relevant to the business and place service area to support decision making by senior management and Council.

To be considered for this position, you will need

- Demonstrated experience in event production, delivery and/or management.
- Experience in event attraction, development and stakeholder engagement.
- Highly developed organisational and time management skills with the ability to prioritise competing tasks and meet deadlines.
- Experience in supervising contractors, volunteers and relevant external stakeholders.
- Excellent interpersonal skills and communication skills with the ability to build and maintain effective relationships with a diverse range of stakeholders.
- Qualification in a relevant discipline (e.g. event management) or demonstrated experience in event management within a dynamic and changing environment.

The City of Fremantle promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. The City encourages people of all ages, genders, and abilities, Aboriginal Australians and people from culturally diverse backgrounds to apply for this job.

If you have any access needs that may require reasonable adjustments to allow you to fully participate in the application and interview process, please get in touch with the contact below. If you are an Aboriginal person or a person with a Disability who would like assistance with your application, please contact the Jobs and Skills Centre on 136464.

Application Instructions

Click Apply to be directed to our website and submit your application. Navigate to Job Attachments to view position description and Application Instructions.

Applicants should provide a current curriculum vitae and a two-page (maximum) cover letter in .pdf format. You do not need to address the selection criteria. Your CV and cover letter should demonstrate how your

skills and experience make you a suitable candidate for the advertised position. The estimated closure date is **5pm on Sunday November 22** but we reserve the right to close the ad prior to this date.

To discuss this opportunity in more detail please contact **Caitlin Skinner on 9432 9985**

Applicants must have the right to work in Australia.

The City of Fremantle acknowledges the Whadjuk people as the Traditional Owners of the Walyalup/Fremantle area, and we recognise their cultural and heritage beliefs are still important today.