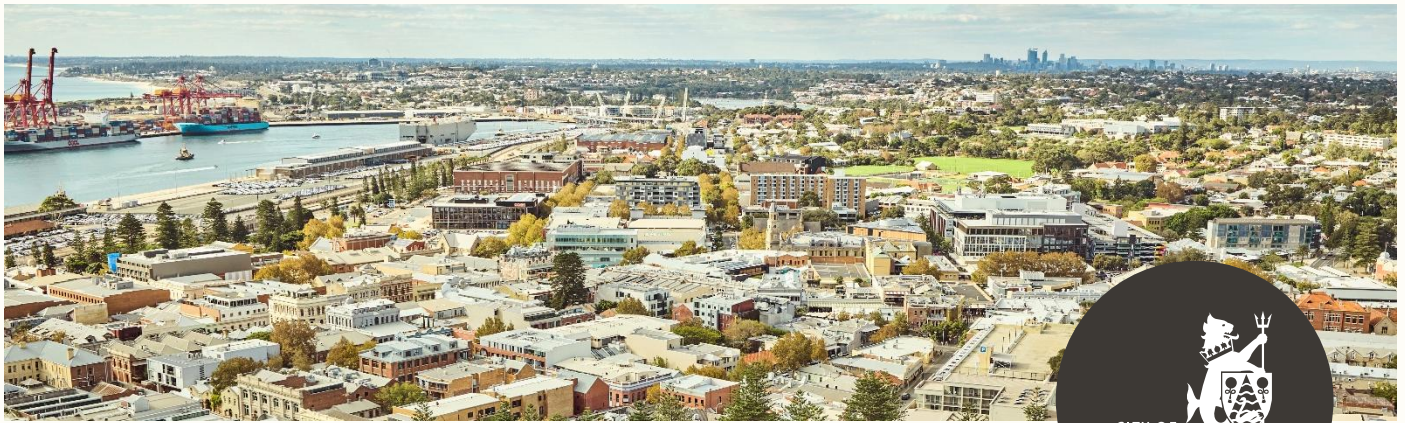




Senior Events Officer

Fixed Term (4 years) full-time

Salary - Circa \$115,000 per annum

Benefits

- **Health and Wellbeing program**
 - **Access to Fitness Passport**
 - **Work across iconic Fremantle locations**
 - **End of trip facilities**
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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 a Senior Events Officer to join our dynamic Economic Development and Events team. This exciting role is responsible for planning, coordinating and delivering a diverse portfolio of City-led activations, community and cultural events that enhance Fremantle's vibrancy, support economic growth, and foster community connection.

The successful applicant will work closely with internal stakeholders, event organisers, community groups and industry partners to deliver high-quality events and activations, including key City civic events, that contribute to Fremantle's reputation as a premier events destination. The role will also provide event management expertise, coordinate complex projects, and support the delivery of strategic initiatives aligned with the City's vision and objectives.

Key Responsibilities

- Enhance Fremantle's brand, visitation and economic impact through the planning, coordination and oversight of City-delivered events and activations, and by supporting the assessment and facilitation of externally delivered events, ensuring compliance, quality delivery and positive community outcomes.
- Drive activation and economic development outcomes through the planning, delivery and evaluation of events, activations and stakeholder engagement initiatives, while building and maintaining strong relationships with businesses, community groups, residents and strategic partners and representing the City in relevant industry, community and stakeholder forums.
- Manage event governance and compliance requirements by ensuring events are delivered in accordance with relevant legislation, local laws, policies, risk management requirements and approved operational procedures.
- Enable effective and high-quality service delivery across the events function by leading, supervising and developing staff, managing performance, and contributing to the development, implementation and review of operational plans, procedures, policies and guidelines.
- Manage and monitor event and activation budgets, ensuring effective financial governance, accurate forecasting, reporting and compliance with City financial management requirements.
- Lead the collection, management and reporting of event and activation performance data, including attendance, economic impact, stakeholder feedback and other key metrics, contributing to corporate reporting, strategic performance monitoring and informed decision-making.

To be considered for this position, you will need

- Extensive experience in place activation and event management.
- Highly developed communication skills including strong verbal communication and public speaking capability, with the demonstrated ability to develop and sustain effective relationships with internal and external stakeholders.
- Proven project management capability with the ability to lead and motivate a small team to deliver outcomes while fostering a positive and inclusive work culture.
- Strong computer and digital literacy, with the ability to use contemporary systems and tools to support service delivery and reporting.
- Demonstrated experience in supervising staff, including performance management, coaching and capability development.
- Demonstrated financial management skills, including budget preparation, monitoring and reporting.
- Strong analytical, problem solving and decision-making skills, with the ability to interpret data and provide evidence-based recommendations.

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 Sunday October 25** but we reserve the right to close the ad prior to this date.

To discuss this opportunity in more detail please contact **Caitlin Skinner**, Manager Economic Development and Events on **0439 942 711**.

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.