

KARRATHA is CALLING

Senior Events Officer

Base Salary from \$99,156 to \$105,103 per annum plus super

The City of Karratha is seeking an experienced and passionate Senior Events Officer to lead the planning, development and delivery of our vibrant Community Events Calendar. This exciting role is responsible for major community events including the FeNaCING Festival, Cossack Art Awards and support for the Red Earth Arts Festival (REAF), creating experiences that strengthen community connection and celebrate the unique culture of the Pilbara.

Reporting to the Events & Activation Coordinator, you will play a key role in delivering high-quality events and festivals while leading a small team and building strong partnerships across Council, industry and the community.

What you'll be doing:

- Lead the end-to-end planning, delivery and evaluation of community events, festivals and activations.
- Manage event budgets, sponsorship funding, procurement processes and supplier contracts.
- Develop event marketing and promotional campaigns in collaboration with the Marketing & Communications team.
- Build and maintain strong relationships with community groups, schools, government agencies, sponsors and key stakeholders.
- Supervise, mentor and support Events Officers to deliver exceptional outcomes.
- Ensure events are delivered in line with governance, risk, safety and compliance requirements.
- Facilitate community engagement opportunities and encourage participation across the City.
- Prepare event reporting, stakeholder feedback and post-event evaluations.

What We're Looking For:

- Minimum five years' end-to-end event management experience, including budget management and team leadership.
- Demonstrated success delivering community events, festivals or large-scale public activations.
- Strong stakeholder engagement skills with experience working across government, private, community and not-for-profit sectors.
- Proven experience managing sponsorships, funding applications and contractual arrangements.
- Excellent organisational, communication and problem-solving skills with the ability to manage multiple priorities in a fast-paced environment.

Why Join Us?

- Exciting portfolio of iconic events with strong community impact
- 6 weeks annual leave and 13% superannuation
- Allowances of up to \$26,188 per annum
- Enjoy your own Free individual membership to our recreation centres and pool facilities, and access \$500 of Salary Sacrifice arrangements that can be used for specific programmes or family memberships
- Up to \$3,000 per year for approved study relevant to your role
- Employee Assistance Program (EAP) for confidential wellbeing support
- Opportunities for professional development and to make a meaningful impact in the community