

# KARRATHA is CALLING

## Events Officer

Base Salary from \$89,849 to \$96,034 per annum plus super

Join the City of Karratha's Arts, Culture & Events team and play a key role in delivering some of the region's most loved festivals, cultural celebrations, civic events and community activations. From concept to delivery, you'll help create vibrant events that connect people, celebrate local culture and leave a lasting impact across the community.

As our Events Officer, you'll be responsible for planning, coordinating and delivering a diverse portfolio of community events throughout the year.

### What you'll be doing:

- Plan, coordinate and deliver a range of community, cultural, civic and arts events from concept through to execution
- Develop event plans, manage logistics, coordinate suppliers and support programming activities
- Work with marketing and communications teams to promote events through digital channels, social media and community campaigns
- Manage event administration, procurement activities, budgets, reporting and record keeping
- Build strong relationships with community groups, local businesses, artists, performers and key stakeholders.

### What we're looking for:

- Demonstrated experience coordinating and delivering community or public events in a fast-paced environment
- Strong organisational and project management skills with the ability to manage multiple priorities simultaneously
- Excellent communication and stakeholder engagement skills, with a customer-focused approach
- Experience managing event logistics, budgets, suppliers and administrative processes
- Proficiency in Microsoft Office and event-related systems, along with a current C Class Driver's Licence.

### Why Join Us?

- 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

*Come for a career and stay for a lifestyle!*