



WEST AUSTRALIAN
BALLET

POSITION DESCRIPTION

Position: Event Coordinator

Contract: 0.6

Reports to: Operations & Facilities Manager

Location: Maylands

West Australian Ballet is seeking a motivated and detail-oriented Event Coordinator to help deliver outstanding events that support our performances, audience engagement, and stakeholder relationships

POSITION PURPOSE:

The Event Coordinator is a dynamic, self-motivated individual with a passion for detail and strong organisational skills. Working within the Business Operations department, this role coordinates a wide range of events for the West Australian Ballet, supporting public performances, internal functions, and stakeholder engagement.

KEY WORKING RELATIONSHIPS:

- Reports to the Operations & Facilities Manager
- Collaborates closely with all internal departments to ensure seamless event delivery
- Builds strong relationships with suppliers, venues, and other external stakeholders

KEY ACCOUNTABILITIES:

- Coordinate opening night functions for each ballet season
- Assist with development and monitoring of event budgets
- Coordination of event catering, decoration, venue setup, and logistics
- Development of detailed event run sheets
- Coordinate logistics with venues and external suppliers
- Schedule and supervise staff and volunteers for:
 - Merchandise counters (His Majesty's and Ballet at the Quarry)
 - Patron's Lounge (His Majesty's Theatre)
 - Other events as required
- Liaise with internal departments to provide event guidance and support
- Assist with ballet centre venue hire enquiries, bookings, quotes, and room setups for internal and external events

SELECTION CRITERIA:

Essential

- Experience in event coordination role/s
- Proven ability to professionally manage and engage with multi-level stakeholders across a range of industries
- Exceptional attention to detail
 - Strong verbal and written communication skills

- Proven ability to manage time, prioritise tasks and work to deadlines
- Demonstrate alignment to West Australian Ballet's values
- Responsible Service of Alcohol certificate
- Awareness of workplace health and safety procedures, including safe manual handling
- Ability to assist with manual handling tasks

Desirable

- Arts industry knowledge and/or experience