



Conference & Events Coordinator

- **Casual role with hours varying based on project requirements and business needs**
 - **Remuneration based on experience and aligned with the Miscellaneous Award 2020**
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Eventful Projects is seeking an experienced Conference & Events Coordinator to support the delivery of conferences, exhibitions and events, while also contributing to the day-to-day operations and growth of the business.

Working directly with our Founder & Managing Director, this position offers variety across event coordination, stakeholder engagement, business administration, marketing and business development support.

We are looking for someone who can work independently, take ownership of their responsibilities and confidently manage multiple priorities while maintaining exceptional attention to detail.

This is not an entry-level role. The successful candidate will be proactive, resourceful and comfortable working autonomously within a high-performing, client-focused environment. This role suits an experienced professional who enjoys variety, works with minimal supervision and takes accountability for delivering high-quality outcomes.

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WHO WE ARE

Eventful Projects is an award-winning conference and event management company. With over 25 years of global experience, we turn conferences and events into strategic platforms that drive connection, growth and measurable impact through a human-first, results-driven approach.

We deliver a premium, all-inclusive service defined by precision and attention to detail, giving our clients complete confidence from concept through to delivery.

Our clients include corporates, associations, not-for-profits and government organisations across a diverse range of industries, with end-to-end support provided for conferences, exhibitions, gala dinners and awards events.

Following a strong period of momentum, we are entering our next chapter and seeking a highly organised Conference & Events Coordinator to support delivery while upholding the standard of excellence Eventful Projects is known for.



THE ROLE

Conference & Events Coordination

- Conference planning and logistics
- Delegate registration and communications
- Speaker, committee and sponsor coordination
- Venue and supplier liaison
- Preparation of run sheets, project plans and event documentation
- Exhibition and sponsorship administration
- Budget tracking and administrative support
- Registration management

Onsite Event Delivery

- Event setup, delivery and bump out
- Speaker, sponsor and exhibitor support
- Delegate services
- Event troubleshooting
- Interstate travel as required

Business Administration

- General administration
- Database and record management
- Meeting coordination
- Documentation and reporting
- Process improvements

Business Development Support

- Proposal and tender preparation
- CRM management and database maintenance
- Researching prospective clients, conferences and opportunities
- Prospect administration and pipeline tracking
- Assisting with client meetings and follow-up activities
- Preparing capability statements and presentation materials

Marketing & Communications

- Social media scheduling
- Email marketing support
- Website updates
- Content creation and coordination
- Marketing collateral administration

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ABOUT YOU

This role is ideal for an experienced event professional who enjoys variety, thrives in a fast-paced environment and takes pride in delivering high-quality work. You will be trusted to manage your responsibilities, contribute ideas and support both event delivery and broader business operations.

You bring:

- Proven experience in event planning, coordination or administrative support for events
- Confidence working with multiple stakeholders and managing competing priorities
- Excellent organisational skills and meticulous attention to detail
- Clear and professional communication with clients, suppliers and stakeholders
- A demonstrated capacity to work autonomously and take ownership of outcomes
- Sound judgement in prioritising competing tasks with minimal supervision
- A proactive approach to anticipating project needs, identifying challenges early and supporting seamless delivery
- Strong problem-solving skills and professional judgement
- A solutions-focused mindset and a calm approach under pressure

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WORK STRUCTURE

- Casual role with hours varying based on project requirements and business needs
- Flexible work-from-home arrangement
- Occasional interstate travel for events (up to 1 week per event, 3–4 times per year)
- Remuneration based on experience and aligned with the Miscellaneous Award 2020

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WHY WORK WITH EVENTFUL PROJECTS

1. **Partner with an Industry Leader:** Work directly with our founder, a highly respected, award-winning conference and events expert with over 25 years of global experience.
2. **A Strategic Growth Role:** Play a pivotal role in shaping the next chapter of growth for a premium, strategy-led business.
3. **Direct Access & Impact:** Work directly with the Founder & Managing Director and play a meaningful role in delivering exceptional client outcomes and supporting business growth.
4. **True Flexibility:** Benefit from a flexible, remote work model with hours varying based on project requirements and business needs.
5. **High-End Portfolio:** Represent a business known for excellence, where a "human-first" approach meets a commitment to perfection.



HOW TO APPLY

If you are highly organised, detail-oriented, and take pride in delivering exceptional work, we would love to hear from you.

To apply, please submit your CV and a brief cover letter outlining your relevant experience and addressing the following:

1. **Your approach to organisation and detail:** how you manage multiple priorities and ensure nothing is overlooked.
2. **Your event or project delivery experience:** an example of how you contributed to a smooth and successful outcome.
3. **Why this role appeals to you:** including what interests you about working in a founder-led, growing business.

Please send your application to careers@eventfulprojects.com.au and quote "Conference & Events Coordinator" in the subject line.