Assistant Event Coordinator

Sydney Festival | Walsh Bay
Full-time, Fixed-term Contract | December 2026 – July 2027
Salary: $80,600 per annum + 12% superannuation ($1,550 per week)

Sydney Festival is seeking an enthusiastic and highly organised Assistant Event Coordinator to join the team delivering an ambitious and immersive exhibition opening in January.

Working alongside the two Event Coordinators, Site / Technical Manager and wider project team, the Assistant Event Coordinator will provide essential administrative and operational support across the project.

This is an excellent opportunity for an emerging events or arts professional looking to develop their experience working on a major public-facing arts project within one of Australia's leading cultural organisations.

Key responsibilities

- Provide administrative and operational support to the Event Coordinators and wider project team.
- Assist with the coordination of daily site operations, including staffing, schedules, logistics and general administration.
- Support the preparation and distribution of staff rosters, briefings, operational documents and communications.
- Assist with staff onboarding, inductions and the coordination of training and information sessions.
- Support the day-to-day management and communication of the Front of House team.
- Assist with coordinating contractors, suppliers, deliveries and other site requirements.
- Maintain accurate records, documentation, contact lists and project information.
- Assist with monitoring site operations and escalating any issues to the relevant team members.
- Support the implementation of workplace health and safety procedures and operational protocols.
- Provide general assistance across installation, public presentation and deinstallation periods.

About you

You will be an organised, motivated and reliable individual with an interest in arts, events and cultural projects.

You will bring:

- Experience in event administration, arts administration, customer service or a related field.
- Strong organisational skills and excellent attention to detail.
- Good written and verbal communication skills.
- Confidence using standard office software and administrative systems.
- A proactive approach and willingness to take initiative.
- The ability to work effectively as part of a team and manage competing priorities.
- A positive, flexible attitude and a willingness to get involved wherever needed.

Previous experience in a festival, gallery, museum, theatre or events environment will be highly regarded, but we also welcome applications from people looking to take the next step in their events career.

Employment details

- Full-time, fixed-term contract from December 2026 to July 2027.
- Salary of $1,550 per week.
- Based at Walsh Bay.
- Working hours will be rostered across the operating week, including some evenings and weekends.

About Sydney Festival

Sydney Festival is one of Australia's leading international arts festivals, presenting an annual program of theatre, dance, music, visual arts and major public events. We bring artists and audiences together through ambitious, accessible and thought-provoking cultural experiences.

We are committed to creating an inclusive workplace and encourage applications from people of diverse backgrounds and experiences.