Event Coordinators (Two Positions)

Sydney Festival | Walsh Bay
Part-time, Fixed-term Contracts | December 2026 – July 2027
Salary: $91,000 per annum pro rata + 12% superannuation ($1,575 per week, 4.5 days per week)

Sydney Festival is seeking two highly organised and proactive Event Coordinators to join the team delivering an ambitious and immersive exhibition launching in January.

Working closely with the Producer, Site / Technical Manager, Front of House management, and Assistant Event Coordinator, the Event Coordinators will play a central role in the day-to-day coordination and successful delivery of the project.

These are hands-on roles suited to experienced arts, events or production professionals who enjoy working in a busy, collaborative environment and have a strong eye for detail.

Key responsibilities

- Coordinate the day-to-day delivery and operation of the project, ensuring all activities run smoothly and to schedule.
- Support the planning and coordination of public presentation activities.
- Liaise with the artist and their team, contractors, suppliers, venue representatives and other project stakeholders.
- Coordinate operational requirements including staffing, scheduling, logistics, equipment and site resources.
- Support the development and implementation of operational procedures, risk assessments and workplace health and safety requirements.
- Work closely with the Site / Technical Manager to ensure the site is maintained and operating effectively.
- Coordinate and support the Front of House team, ensuring staff are briefed, informed and equipped to deliver a positive visitor experience.
- Monitor daily operations and respond to issues as they arise, escalating matters where appropriate.
- Maintain accurate project documentation, schedules, reports and operational records.
- Work collaboratively with the wider Sydney Festival team, including Production, Marketing, Finance and other relevant departments.

About you

You will have experience coordinating events, productions or public-facing arts projects, and be confident managing multiple tasks and competing priorities.

You will bring:

- Demonstrated experience in event coordination, arts administration, production or a similar role.
- Excellent organisational skills and an ability to manage schedules, logistics and operational details.
- Strong interpersonal and communication skills, with the confidence to liaise with a wide range of stakeholders.
- A practical, solutions-focused approach and the ability to respond calmly to unexpected challenges.
- The ability to work collaboratively while taking ownership of delegated responsibilities.
- A good understanding of workplace health and safety and the requirements of operating public events.
- A genuine interest in contemporary art, public installations and creating engaging experiences for audiences.

Experience working in festivals, galleries, museums, live events or cultural organisations will be highly regarded.

Employment details

- Two part-time, fixed-term positions from December 2026 to July 2027.
- 4.5 days per week.
- Salary of $1,575 per week.
- Based at Walsh Bay.
- The roles will involve rostered working days 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.