Northey Street City Farm

Permaculture in the Heart of Brisbane, Australia

EVENT COORDINATOR (Winter Solstice Festival)

POSITION DESCRIPTION

Position:	**Event Coordinator (Winter Solstice Festival)**
Award:	Northey Street City Farm (NSCF) Staff Agreement
Hours:	340 total. (Approx. 20 hours per week average for the duration of the project with less work required at the beginning, and more work required closer to the Winter Solstice Festival) The successful candidate will be required to work on Saturday 27 June 2026
Pay rate:	NSCF Staff Agreement Casual Level 3, $36.36/hr + super, and entitlements as defined in the NSCF Staff Agreement
Contract Position:	Casual (approx. March 2026 to June 2026)
Responsible to:	Enterprise & Support Manager, Winter Solstice Festival Working Group

Working Environment

Northey Street City Farm is a not-for-profit community farm in the inner-city suburb of Windsor. It has been developed for people to enjoy, and participate in, using the ethics and principles of permaculture. It is also intended to be a demonstration site where people of all ages can learn through practical, hands-on experience.

Purpose of Position

The Event Coordinator will be responsible for designing, coordinating, and delivering the Winter Solstice Festival in collaboration with the Winter Solstice Festival Working Group. The person in this role will be expected to oversee all facets of event management, but elements of the event should be delegated to NSCF staff and volunteers. Event elements include (but are not limited to) programme design, marketing, logistics, volunteer management, and sourcing of workshop presenters, performers, and stallholders. Key functions of the role will be aligning the event to the organisation's core beliefs; organisation skills; budget control, and relationship management.

Person

The Event Coordinator should have excellent communication and people management skills, with a sound understanding of events management and a demonstrated ability to manage and market a successful event. This role will be responsible for supervising volunteers to assist with the event. The successful candidate will be reliable, self-directed, and willing to work with our community to meet the financial, social and environmental objectives of the Farm. They will have initiative and be open to sharing their practical skills and experiences with a broad range of people.

Responsibilities

- In collaboration with the Winter Solstice Festival Working Group, develop and implement an event project management plan for the Winter Solstice Festival. This plan is to include:
    - Marketing
    - Site, infrastructure, equipment & logistics
    - Education activities & presentations
    - Council and other permits
    - Entertainment, parade & bonfire
    - Risk management
- Work within the planned budget
- Manage all event stakeholders appropriately
- Report as required to the Enterprise & Support Manager
- Supervise volunteers
- Ensure that all documents, processes, and procedures are recorded and maintained to ensure continuity of events

Selection Criteria (Required Knowledge, Skills, and Abilities)

Essential

- Demonstrated events management experience
- Written and verbal communication skills
- Supervisory and leadership skills
- Computer skills, especially event management and online document management software

Desirable

- Marketing experience or qualifications
- Experience working in community-based organisations
- Experience collaborating with First Nations people and businesses
- An interest in ecological and/or social sustainability

Physical Demands

This position may be physically demanding at times and requires a person who is fit, energetic, and flexible.

Applications:

- Applications must address each of the selection criteria individually (maximum 100 words each). ***Applications that do not do this will not be considered.***
- Please also include a CV with at least two referees
- Applications are due **12:00pm noon Thursday 29 January 2026**
- For further information, please contact the Enterprise & Support Manager on enterprise.mgr@nscf.org.au
- Please submit application electronically to: **info@nscf.org.au**