

agriCULTURED

EVENT MANAGER POSITION

agriCULTURED is seeking an experienced Event Manager to lead the delivery of our festival program, working closely with the Executive Producer and key partners across Northern Tasmania's food systems and agriculture community.

Key Responsibilities

- Lead staff and volunteers to deliver high-quality, safe and well-managed events.
- Oversee contracts, partnerships, logistics, compliance and governance.
- Manage budgets, funding processes and financial accountability.
- Coordinate ticketing systems, reporting, audience communications and data management.
- Deliver event operations including venues, travel, accommodation, tech, catering and signage.
- Support Zero Waste initiatives and ensure WHS, risk and regulatory compliance.
- Oversee volunteer recruitment, rostering and training.
- Maintain organisational systems and documentation.

Skills & Experience

- Proven end-to-end event management experience.
- Strong financial, operational and strategic capability.
- Excellent communication and stakeholder engagement skills.
- Ability to manage competing priorities and solve complex problems.
- Knowledge of WHS, Equal Opportunity and Covid-safe practices.
- Strong digital literacy (Google Drive, CRM, spreadsheets).
- Ability to work independently in a flexible/WFH environment.

Other Requirements

- Interest in Tasmanian food systems (or willingness to learn).
- Current driver's licence and WWVP check (or willingness to obtain).

Reports to

agriCULTURED Chair and NTDC CEO, working closely with the Executive Producer and a wide network of industry partners.