



### Position Description

|                                                        |                                                          |
|--------------------------------------------------------|----------------------------------------------------------|
| <b>Position Title:</b><br>Events Coordinator           | <b>Classification:</b><br>Bond Level 4                   |
| <b>Faculty/School/Office:</b><br>Office of Campus Life | <b>Date Position Classified/Updated:</b><br>October 2026 |

#### Purpose of the Position:

Reporting to the Events Manager, this role is responsible for planning, delivering, and evaluating a range of events that support the University's marketing, recruitment, and engagement objectives. It involves working closely with internal stakeholders and external partners, including sponsors and vendors, to ensure the consistent and professional execution of all events.

The position requires strong event management, organisational, and administrative skills, along with the ability to manage timelines, promotional activity, and stakeholder communications. The role may also involve leading larger projects, including setting team responsibilities, managing meetings, and overseeing project outcomes.

#### Role and Responsibilities:

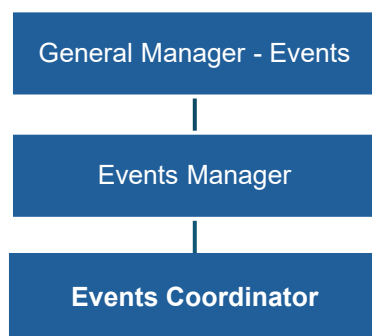
- Plan, coordinate, and execute recruitment, engagement, and corporate events in alignment with the University objectives.
- Liaise with internal stakeholders and external partners to ensure seamless event delivery.
- Manage event logistics, budgets, compliance requirements, and post-event evaluation.
- Contribute to broader strategic projects where required, including team leadership and project coordination.

#### Hours of Work:

This position is available full time – 36.75 hours per week. The normal indicative hours of work will be 8.30am to 5.00pm, Monday to Thursday, and 8.30am to 4.15 pm on Friday. However, from time to time there will be a requirement to work reasonable additional hours including some weekends or domestic travel to service clients, and event demands. This is supplementary to the standard working days with approval required by the General Manager - Events, prior to undertaking the event or activity.

#### Reporting Relationship:

This position reports to the Events Manager and will work closely with the General Manager - Events:



**Selection Criteria:**

- A relevant degree in Event or Project Management, Marketing, or Public Relations, along with demonstrated experience (3-5 years) in event management, or an equivalent combination of qualifications and experience.
- Strong Event Management capabilities with a proven ability to manage events and projects, work independently or in teams, prioritise competing demands, and demonstrate exceptional organisational skills.
- Outstanding interpersonal and communication skills, enabling effective engagement with clients, colleagues, and senior leadership.
- Proven strategic, analytical, and creative problem-solving skills, with experience applying agile methodologies.
- Experience working in environments requiring high standards of protocol, professionalism, and attention to detail.
- Experience with Event Management Systems and Event Registration Systems.
- Demonstrated expertise in budget management and cost control.
- Commitment to cultural diversity, with a solid understanding of equity and workplace health and safety (WHS) principles.

**Desirable Criteria:**

- A self-starter who can hit the ground running.
- Ability to work within a team and independently.
- Understanding of higher education programs, policies and procedures.

| Competency                        | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Events and Marketing</b>       | <ul style="list-style-type: none"> <li>• Plan and deliver events that support the University's recruitment, marketing, industry, and community engagement goals.</li> <li>• Coordinate events for internal departments and external clients, both on campus and offsite, including domestic and international activities.</li> <li>• Collaborate with stakeholders to plan and execute a range of event formats, including conferences, seminars, awards ceremonies, business breakfasts and lunches, recruitment and sporting events and other functions.</li> <li>• Oversee event logistics including catering, AV, venue setup, theming, registration, signage, VIP/speaker coordination, and virtual components.</li> <li>• Ensure compliance through WH&amp;S documentation, insurance checks, and event risk assessments.</li> <li>• Track event expenditure, provide post-event reporting, and contribute to annual budget planning.</li> <li>• Assist the Events team in the delivery of major events including orientation, graduation, galas, conferences and engagement events.</li> <li>• Collaborate with the Events Manager, Marketing, and Faculties to develop and execute targeted program-specific events.</li> </ul> |
| <b>Finance and Administration</b> | <ul style="list-style-type: none"> <li>• Have a thorough understanding of all aspects of expenditure for events.</li> <li>• Make recommendations on potential cost-saving opportunities and areas of cross over where efficiencies can be realised.</li> <li>• Liaise with the central marketing and communications team and other staff to ensure event deliverables are met on time. E.g. programs, invitations etc.</li> <li>• Utilise current computer management systems e.g. MS Office suite, EventPro, Eventbrite, CRM and Marketo to complete administration tasks.</li> <li>• Raising PO's /invoices for events.</li> <li>• Recommendations on efficiencies to improve Bond University Central Events calendar to deliver a cohesive and structured program.</li> <li>• Liaise and follow-up with clients on outstanding event invoices.</li> <li>• Budget and credit card reconciliations.</li> </ul>                                                                                                                                                                                                                                                                                                                         |
| <b>Continuous Improvement</b>     | <ul style="list-style-type: none"> <li>• Identify opportunities for continuous improvement to the administrative systems.</li> <li>• Contribute to the effective functioning and collaboration of the team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     | <ul style="list-style-type: none"> <li>• Ensure your actions and interactions are consistent with the University, Department and Faculty objectives and corporate objectives.</li> <li>• Take part in professional development opportunities on a regular basis.</li> <li>• Work as a team player and communicate with all members of the team on a consistent basis.</li> <li>• Keep skills and knowledge fresh.</li> <li>• Support clear lines of communication within and outside the Department, faculty and University.</li> </ul>                                                                                                                                                                                                                                                                    |
| <b>Customer Service and Reporting Relationships</b> | <ul style="list-style-type: none"> <li>• Liaison with all visitors, students, clients, other departments / faculties and suppliers as required, e.g. meetings, site visits, etc.</li> <li>• Develop and maintain a relationship with academics and administrative staff within the University.</li> <li>• Ensure actions and interactions are consistent with the Department, Faculty and University's objectives.</li> <li>• Represent the university with the highest levels of professional service to enhance customer events.</li> </ul>                                                                                                                                                                                                                                                              |
| <b>Other Duties</b>                                 | <ul style="list-style-type: none"> <li>• Other duties as prescribed by the Event Manager as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Quality Assurance and Continuous Improvement</b> | <ul style="list-style-type: none"> <li>• Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role.</li> <li>• Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Cultural Safety, Inclusion and Respect</b>       | <ul style="list-style-type: none"> <li>• Demonstrate respect for diversity and contribute to a culturally safe, inclusive and discrimination free workplace.</li> <li>• Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples.</li> <li>• Comply with University policies and applicable anti discrimination and workplace behaviour legislation.</li> <li>• Participate in relevant training or development activities that support cultural safety and inclusive practice.</li> </ul>                                                                                                                                                                                              |
| <b>Work Health and Safety Responsibilities</b>      | <ul style="list-style-type: none"> <li>• Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld).</li> <li>• Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety.</li> <li>• Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms.</li> <li>• Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation.</li> <li>• Complete mandatory and assigned WHS training.</li> <li>• Comply with return-to-work program requirements following injury/illness.</li> </ul> |

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.