

SURFRIDER FILM TOUR EVENTS MANAGER

Flexible working hours

Part time, fixed term role: June - 1 Dec (May - September 2-3 days per week, October and November 40 hours per week for duration of 8 week film tour)

Work from office in Torquay/Remote work possible up until film tour

Report into: National Campaign Director

About Surfrider Australia (and why your role is so important to the success of Surfrider)

Surfrider Foundation is Australia's leading and most experienced (over 30 years) coastal protection organisation. Our long history has enabled us to build strong relationships with coastal communities and act as their voice when our coastlines and oceans are threatened. We have achieved many important victories by persuading state, federal, and local decision makers to protect vital coastal and ocean resources. These accomplishments demonstrate the important role of recreational users in advancing coastal and ocean stewardship. Since 1984, Surfrider's appeal is not only our strong reputation and track record of success, but also the lifestyle and values we embody.

By joining Surfrider Australia, you will be welcomed into an open and inclusive network of incredibly supportive and collaborative people who work hard and live for the ocean. You will have the opportunity to work with dedicated people who are also passionate coastal users with their feet in the sand and toes in the water. You help bring together diverse voices and perspectives to provide our community with the leadership and tools necessary to make a difference at their beach and in coastal communities. At Surfrider, we build leaders and we are problem solvers; our culture sets us apart and influences everything we do.

About the Opportunity: Events Manager

We are really excited to hit the road with a film tour celebrating the beautiful waters and community that make up Southern Sea Country. The film tour will play a central role in the Save Southern Sea Country campaign, bringing the community together for a night of music, film, and conversation to celebrate Southern Sea Country and rally the community to fight to protect her.

Reporting into the National Campaign Director, you will lead and organise a Surfrider film tour in collaboration with key partners. Your role will be to plan, organise, promote and host the 8 week film tour around the East Coast of Australia over the months of October and November 2023. You will need excellent organisation and problem solving skills, as well as a hands on approach to all things events.

Sleeves Up Attitude

Because of the nature of the work we do and the small team, all roles in the organisation will be needed from time to time to roll up sleeves and get stuck in!

Role Details

Primary Responsibilities and Duties:

- Lead preparation of events including booking venues, musicians, organising local panellists and co-ordinating with partners
- Work directly with National Campaign Director and wider team to deliver 8 week film tour event and lead film tour deliverables as required
- Support wider team coordination of event marketing and collateral
- Assist in ensuring that all partnership contract deliverables are met or exceeded
- Communicate partnership deliverables to Surfrider staff and delegate as needed
- Assist with event copywriting for social media and event marketing
- Support partnerships team in preparation of and on-site for special events

Additional Responsibilities:

- Ad Hoc administrative duties
- Assist with partnership mailings and shipments as needed
- Coordinate and attend department and client meetings

Qualifications and Experience

- Prior experience with project management or special events management
- An understanding of, belief in and passion for what Surfrider stands for
- 3+ years of experience working within a professional team environment
- Possess superior organisational skills and the ability to prioritize, problem-solve, and multitask
- Exhibit a keen attention to detail, including strong follow-through and follow-up
- Exceptional oral and written communication skills
- Must be flexible and adaptable
- Ability to work both collaboratively within a team environment and independently
- Ability to work some weekends and evenings outside of Monday-Friday 8:30am-5:30pm general office hours
- Ability to travel as needed (with advanced notice)

To Apply

Please send cover letter (including your salary requirements) and CV to:

operations@surfrider.org.au

Deadline for receiving resumes: Accepting submissions until the position has been filled.

Jedi Commitment

The Surfrider Foundation is committed to fostering a just, equitable, diverse, and inclusive organization for all people who protect and enjoy the world's ocean, waves, and beaches. Our success and impact depend on learning from our community, standing in solidarity with our allies and working towards a more just future, both for our organization and the environmental movement as a whole.

Surfrider Australia is proud to be an equal opportunity workplace that is committed to attracting and retaining a diverse workforce. Together we strive to create and maintain working and learning environments that are inclusive, equitable and welcoming. We are committed to equal employment opportunity and encourage all peoples to apply. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples for all positions.