



POSITION:	Events Coordinator
LOCATION:	Broome and Kimberley region (Western Australia)
TYPE:	Full time
REPORTS TO:	Office Manager
SUPERVISES:	Nil
CLASSIFICATION	KLC Level 5.0

ABOUT THE KIMBERLEY LAND COUNCIL

Covering the Kimberley region of northern Western Australia, the Kimberley Land Council (KLC) commenced in 1978 and was formed by Kimberley Aboriginal people as a political land rights organisation. It has become the peak Indigenous body in the Kimberley, working with Aboriginal people to secure native title recognition, conduct conservation and land management activities and develop cultural business enterprises.

OUR VISION

The Kimberley Land Council is a community organisation working for and with Kimberley Aboriginal people to get back country, look after country and to get control of the future.

OUR VALUES

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| <ul style="list-style-type: none"> • Respect for our law and culture • Respect for our elders and stakeholders • Fair and transparent decision making • Effective and open communication | <ul style="list-style-type: none"> • Working in partnership • Trust and loyalty • Justice and equality for Indigenous people • Cultural diversity |
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POSITION SUMMARY

The purpose of this position is to coordinate and support the delivery of a diverse range of KLC events.

LOCATION and DELIVERY

The role will be based in the Broome office and will involve seasonal travel across the Kimberley, including on-ground support for delivery of KLC's events in remote and or logistically challenging environments.

KEY RESPONSIBILITIES

- Event Planning and Coordination**
- Collaborate with internal stakeholders to plan, organise, and execute a diverse range of KLC events, including the AMG, Water Forums and other promotional activities.
 - Develop event proposals, budgets, timelines, and detailed event plans.
 - Coordinate with clients, vendors, suppliers, and external partners to ensure the smooth execution of events.
 - Oversee event logistics, including venue setup, rostering, travel, attendance, decor, signage, audiovisual requirements, and equipment rentals.



Marketing and Promotion

- Collaborate with the media team to create compelling event marketing campaigns across various channels, including social media, email newsletters, print, and online advertisements.
- Manage event listings on relevant websites and community calendars.
- Monitor event registrations ensuring targets are met or exceeded.
- Work closely with the media team to analyse event performance, gather feedback, and make recommendations for improvements.

On-site Event Management

- Provide on-site event management, ensuring all aspects of the event run smoothly.
- Troubleshoot any event-related issues and provide quick and effective solutions.
- Ensure compliance with health and safety regulations during events.
- Oversee post-event activities, including evaluation, data analysis, and reporting.

Occupational Safety and Health

- Actively contribute to the health and safety of the workplace by adhering to all health and safety policies and procedures.

Compliance

- Comply with all internal KLC policies and procedures and ensure the team's adherence
- Demonstrate an awareness of and commitment to the KLC Vision and its Values

Other

- Participate in relevant training and professional development activities
- Support and attend Key Ranger Group, Ranger Network and KLC Events
- Other tasks as directed

SKILLS, QUALIFICATIONS AND EXPERIENCE

Essential

1. Previous experience in event management or a related field is preferred.
2. Exceptional interpersonal and communication skills, with the ability to collaborate effectively with internal teams, external partners, and stakeholders at all levels.
3. Demonstrated ability to work well under pressure, adapt to changing circumstances, and problem-solve in a fast-paced environment.
4. Strong administrative skills; scheduling appointments, maintaining calendars, and disseminating information in a practical and understandable way.
5. Be thorough and methodical when performing tasks to ensure task completion in a timely manner.
6. Be able to work independently and be responsible for your performance.
7. Experience in organising/facilitating workshops/events in remote and isolated places
8. Current C Class Driver's Licence and willingness to travel and camp in remote areas.