**Volunteers Event Manager – Annual Children's Art Completion**

Bribie Community Arts Centre

Our Arts Centre is the creative hub of Bribie Island: We are seeing a Event Manager for our annual Children's Next Generation art competition which will be in its 10th year in 2027.

Reporting to: Venue Manager

**Key Responsibilities:**

Manage event setup and pull down

Work on weekend of event.

Co-ordinate and manage opening night event

**About You:**

A degree in Events Management, or equivalent experience and knowledge.

Experience of working in a gallery or for an arts institution, charity, educational or similar institution.

Exceptional written and verbal communication in the English language Meticulous attention to detail.

Demonstrated organisational and time management skills, planning and scheduling, record and document keeping, publicity and communication skills.

Multitasking and adaptability, flexibility, problem solving.

Working collaboratively with Volunteers and Local region Education facilities.

Blue Card

For more information, please contact info@bribieartscentre.com.au