

Doveton Show

Event Administrator Position Description 2025



Role type	Contractor (ABN)
Reports to	Chair / Deputy Chair
Payment terms	To be confirmed upon employment
Contract amount	\$14,000
Communication/contact time	Regular communication with members of the committee. Attendance at committee meetings. Regular communication with Farm Manager and City of Casey. Log of hours and activities to be maintained

Overview of Doveton show

Doveton Show is a community event organised and run by the Doveton Show Committee as an affordable alternative for the Royal Melbourne Show. Held annually at Myuna Farm, the Doveton Show aims to showcase and support the local community of Doveton and other groups located in the City of Casey and surrounds.

We're looking for an event administrator who can help make the show efficient, cost-effective, and memorable. The ideal candidate will be able to evaluate and negotiate with vendors, collaborate with the Doveton Show committee, and manage communications with attendees, speakers, and other stakeholders. Above all, the event administrator must be comfortable in a leadership role that demands a creative, collaborative mindset and lasting relationships with vendors and committee members.

Objectives of this role

The Event Administrator plays a pivotal role in delivering the Doveton Show, an iconic local community event held annually at Myuna Farm as an affordable alternative to the Royal Melbourne Show. This role involves coordinating logistics, managing stakeholders, and ensuring compliance to deliver a safe, inclusive, and memorable experience for all attendees. The Event Administrator is also responsible for project managing the event using a detailed project plan—tracking timelines, tasks, and responsibilities to ensure smooth delivery and alignment with committee decisions.

Responsibilities

- Work in close collaboration with the Doveton Show Committee on event planning and execution
- Primary contact for communication between the Doveton Show Committee and Myuna Farm and City of Casey. Required to attend committee meetings and conduct regular site visits to Myuna farm.
- Develop a complete understanding of the requirements for the event
- Ensure all activities align with the project plan.



- Research vendors and assist the Committee to make selections based on their category, quality, and cost, in line with the shows adopted stallholder scoring matrix policy.
- Assist in the development of content for event materials and work with the committee to produce required promotional and show day marketing material.
- Hire personnel and contractors as needed across all functions of an event (ex: registration, setup, catering, audio/visual)
- Vendor management and monitoring. Development, distribution and confirmation of the EOs as well as all communication with potential, successful and unsuccessful vendors.
- Ensuring all vendor required administration is managed and all relevant compliance documentation is received by prior to show day.
- Handle day-to-day administration of events and programs, in close consultation with the committee, including farm liaising, compliance requirements, vendor monitoring, attendee participation, RSVP tracking, and issues resolution
- Brings items requiring decisions to the committee, while handling some operational decisions (like stallholder placements or special requests) in consultation with the Chair or Deputy Chair; meets regularly with the Chair for check-ins and updates.
- Liaise with Council, WorkSafe and any other relevant authorities.
- Develop and maintain the Traffic Management Plan, Emergency Management Plan, and the Risk Management Plan
- Ensure all compliance documentation is submitted and approved prior to the event day
- Coordination of bump in and bump out including administration preparation
- Contact person on show day

Skills and qualifications

Required

- Excellent organisational, communication, time-management, negotiating, and multitasking skills
- Strong stakeholder engagement and relationship-building skills
- Ability to remain calm under pressure and maintain a customer-service mindset

Preferred

- Experience in event planning, event coordination or event administration in a corporate environment
- Proven track record of creative, successful events
- Established relationships with vendors
- Experience in managing budgets and tracking expenses
- Experience working with colleagues in graphic design, sales, marketing, and communications
- Proficient in Microsoft Office suite, capable of adopting and utilising digital stallholder management software (Stallmanager)