

MY PROPOSAL CO.
Customised | Creative | Confidential

WE'RE HIRING
EVENT COORDINATOR



ABOUT US

My Romance Collective Pty Ltd is a customised, creative and confidential event planning service, specialising in luxury romantic events and experiences across Australia and overseas. Our original My Proposal Co. brand looks after high-end marriage proposals, with over 2,500 successful proposals under its belt. Our newly launched My Romance Co. brand creates extravagant and thoughtful romantic gifts and events, for special occasions like anniversaries and Valentine's Day.

We love to be innovative, creative and create unique ideas for our clients. Our VIP connections, extensive experience in the event industry and highly vetted team of professionals is what has allowed us to be one of the industry leaders in our space.

OUR CULTURE

Our success is built on the passion, talent, and dedication of our incredible team. We foster a supportive culture where creativity and professionalism go hand in hand, where every team member is encouraged to grow, thrive, and truly shine in their role. As our company evolves, we grow together, celebrating wins, embracing new challenges, and always bringing heart to everything we do.

When you join our team, you will:

- Be part of a relaxed, supportive, and high-performing team who genuinely love what they do
- Receive training and ongoing support to help you grow both professionally and personally
- Coordinate hundreds of amazing events
- Think creatively, share your ideas, and take initiative
- Work on heartwarming, one-of-a-kind events
- Enjoy a dynamic role with a variety of tasks
- Get your birthday off, our special gift to you



JOB SUMMARY

The successful applicant will assist in the coordination of romantic events, bringing creative ideas to life while managing logistics, suppliers, and clients. They will act as the main point of contact to ensure every detail is thoughtfully executed and each event runs smoothly.

POSITION AVAILABLE

Event Coordinator

JOB TYPE

Full time employment

LOCATIONS

Head office in Rouse Hill, Sydney NSW

Storeroom in Lane Cove, Sydney NSW

In some instances, travel in and around Sydney will be required for onsite event coordination and ad hoc tasks

RESPONSIBILITIES

- Overall pre-planning of events
- Creating event ideas, designs and concepts
- Being up to date with trends
- Sourcing quotes from suppliers according to each events' brief
- Sourcing locations and props
- Collating documentation from suppliers
- Liaising with clients and suppliers
- Attend venue site inspections
- Attend events for onsite coordination (if required)
- Pick up and drop off, of event items
- Creating official documentation such as run sheets and supplier briefs
- Processing incoming and outgoing payments
- Putting together event budgets
- Supporting other team members, where required
- Appearing in social media content
- General admin
- General ad hoc tasks

ESSENTIAL SKILLS

- Creative mindset
- High attention to detail
- Ability to multitask efficiently and stay highly organised
- Ability to work calmly and adapt quickly under pressure
- Able to take direction with a proactive, can-do attitude
- Confident and personable phone manner
- Intermediate to advanced computer skills, including Microsoft Office and Canva, with the ability to quickly learn new systems
- Strong administrative skills
- Fluent in English, with professional verbal and written communication skills
- Ability to work both autonomously and as part of a team
- Well-presented, with a consistently high level of professionalism

HOW TO APPLY

Email tania@myromancecollective.com.au with:

- A cover letter
- Your current resume

We look forward to receiving your application!



Tania + Gloria