

# WE'RE HIRING:

## Onsite Event Coordinators





## 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 2,000 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.

## ROLE SUMMARY

If you want a role in a fun and creative environment and are confident, creative, have an eye for detail and the ability to multitask, then we would love to speak with you! The successful applicants will fill contract positions as Onsite Event Coordinators who will be setting up various events across Greater Sydney in the marriage proposal and romance industry.



## OUR CULTURE

When working with us, you will:

- Be a part of an easy-going team of high-performing professionals
- Undergo training and support to help you develop professionally
- Be encouraged to contribute creatively with your own ideas and initiatives
- Work on unique, feel-good events with a fantastic client demographic
- Experience a diverse work environment (no two days are the same!)
- Work with a flexible schedule that suits you



## POSITION AVAILABLE

Onsite Event Coordinator

### POSITION TYPE

- Contract position – ABN required
- Casual hours – Jobs are accepted based on your individual availability

### LOCATIONS

- Locations can vary across Greater Sydney and sometimes beyond (within reason)

### EXPERIENCE

- Previous experience within a professional environment is desirable
- Previous customer service experience is desirable

### ESSENTIAL SKILLS

- Must be organised and able to multitask
- High attention to detail
- Eye for styling and creativity
- Confident and can take control if required
- Ability to work under pressure
- Can take instructions with a can-do attitude
- Physically fit and able to carry prop items and boxes
- Well-presented and able to maintain a high level of professionalism



### RESPONSIBILITIES

- Follow the event run sheet provided to you for each event
- Set up and pack down events onsite with another team member
- Use your creative ability to suggest setup arrangements whilst onsite
- Ensure that the overall event and suppliers are running in accordance with the event run sheet
- Liaise with venues, suppliers and clients to execute the event
- Relay all onsite information back to the Event Manager
- Take onsite social media footage and photos
- Occasionally pick up and return of prop items to and from the storeroom
- Occasionally pick up from suppliers
- Creating social media content

### HOW TO APPLY

Email [confidential@myproposalco.com.au](mailto:confidential@myproposalco.com.au):

- A cover letter
- Your current resume