

Events Management Cadet

Term Contract: 6 Years

Salary: from \$1189.09 per week plus superannuation

Qualification: Bachelor of Business - TAFE Diploma of Event Management

Commencing: 1 February 2027

About the opportunity

As an Events Cadet, you'll work alongside Council's Events Team to help plan, coordinate and deliver a diverse range of community events, functions and civic activities. This is a unique opportunity to combine formal study with practical experience while contributing to events that bring the Wollongong community together. You'll gain hands on experience supporting major community celebrations, civic functions, event approvals and operational planning while working with a wide range of internal and external stakeholders. Through mentoring and real-world experience, you'll develop the skills and knowledge required for a successful career in event management.

What You'll Learn

- Event planning and coordination.
- Community and civic event delivery.
- Stakeholder engagement and communication.
- Event approvals, permits and administration
- Budgeting, procurement and event logistics.
- Risk management and event safety practices.
- Project management and organisational skills.
- Working within a local government environment.

What You'll Be Doing

- Assisting with the delivery of major events such as New Year's Eve and Australia Day celebrations.
- Supporting civic functions, award ceremonies, official openings and community events.
- Assisting with filming and photography application assessments.
- Supporting event application and approval processes.
- Providing administrative support for financial assistance programs, flag requests and event related activities.
- Liaising with a range of internal and external stakeholders.
- Assisting with event planning, coordination and operational activities.
- Contributing to the successful delivery of community focused events and experiences.

Applications close 11:59pm Sunday 23 August 2026.

Interested?

Contact Vera Cvetkoski on (02) 4227 7061 for questions related to the job or attend a session below which will cover what is involved in the program, expectations, tips on how to apply for the roles and the opportunity to meet your potential supervisor. Please come along and meet our team.

Session 1 (Online)	Session 2 (Face to Face)
When: Tuesday 11 August 2026, 5:30 – 6:30pm	When: 19 August 2026, 5:30 – 6:30 pm
Location: Online Register here	Location: Wollongong Youth Services 85 Burelli St, Wollongong NSW 2500 Register here

Selection Criteria

Wollongong City Council uses a merit-based recruitment process.

To support the panel in assessing your suitability, please respond to the criterion in detail. Your responses should clearly demonstrate how you meet each requirement, using specific examples that highlight your relevant skills, experience, knowledge, and attributes.

Please ensure your answers are authentic and reflect your own experiences. Responses generated by AI or copied from generic sources are discouraged, as they do not provide the depth or relevance needed for effective assessment.

We also encourage you to reflect on how your approach and values align with Wollongong City Council's core values: Respect, Integrity, One Team, Sustainability, and Courage.

The more detail you provide, the better equipped the panel will be to understand your capabilities and alignment with the role and our organisation.



1. Why are you interested in a career in Events Management at Wollongong City Council?
2. What skills, personal qualities and contributions do you bring to a team? Tell us about what you like about being in a team, and how your personal qualities promote positive team involvement.
3. Outline your skills and ability to communicate effectively with a diverse range of stakeholders. Provide an example of how you have applied your communication skills and abilities to a specific situation. Who were the stakeholders and what was your role?
4. Provide an example of your ability to manage conflicting priorities while still meeting strict deadlines and delivering identified outcomes. Tell us about the tools and techniques you used to manage this situation.
5. What is the highest level of education or qualification you have completed? Please include any current study.

Note: Shortlisted applicants will be required to participate in an interview or assessment centre on 3 & 4 September 2026 Please note these is the only date available for the assessment.

We are looking for someone who:

- Is eligible for enrolment in the Bachelor of Business and TAFE Diploma of Event Management program.
- Has a genuine interest in events, community engagement and creating positive experiences.
- Has strong communication and stakeholder engagement skills.
- Is organised and able to manage competing priorities and deadlines.
- Has strong attention to detail and problem solving skills.
- Is reliable, self motivated and takes responsibility for their learning and development.
- Works effectively as part of a team and contributes positively to team outcomes.
- Is confident using Microsoft Office and other digital technologies.
- Can seek and respond positively to feedback from mentors and supervisors.
- Has a commitment to understanding and applying Work Health and Safety principles.
- Holds a current driver's licence by 1 February 2027 and is willing to work occasional weekends, evenings and public holidays to support event delivery.

Learn more about our learning pathways program and the benefits of working at council [HERE](#)

Our cadetship program provides you with:

- Learning about local government and how we contribute to our community.
- Exciting and meaningful work that has a real impact.
- Regular mentoring with your supervisor to help develop your professional skills.
- A tailored professional development plan to help you succeed and be your best.
- Valuable industry experience
- Reimbursement of enrolment fees upon successful completion of subjects
- Paid time release to attend classes or undertake distance education required for your study.
- Work laptop provided for the duration of the cadetship
- A fun, friendly and supportive work environment!



2025 Winner
AHRI Awards:
Best Employee
Experience
Strategy



2025 Highly Commended
NSW Local Government
Excellence Awards:
Organisational Diversity
& Inclusion



**Veterans
Employment
Program**



Committed
to Carer
Inclusivity

Why you'll love working here

We're values based, and purpose-led

We care about our community and aim to create an extraordinary Wollongong. This is achieved by working toward the goals in the Our Wollongong Our Future Community Strategic Plan 2035. Our work is guided by our values of Courage, Integrity, Respect, Sustainable and One Team.

Make a difference in your community

You'll be part of a team that makes a positive impact through the services they provide, the infrastructure they build and the community they create.

Be your authentic self

Our strength is the diversity of our people. Council is an inclusive workplace where everyone is welcome, valued and belongs.

Grow capability and opportunity

We'll invest in you to develop the next generation of leaders who'll deliver services, projects and infrastructure that can only be found in large complex organisations.

Create local and industry connections

As part of a large and complex Council in a major city, you'll establish networks with a range of Local Government Industry peers, bodies, associations and organisations.

Career growth and recognition

Reward and recognition, corporate learning opportunities, study assistance, and leadership development programs to help you grow and succeed.



Next Steps

How to apply

Click apply and submit your up-to-date resume and answer the selection criteria questions. Your application will be assessed following the conclusion of the advertising period.

We will keep you informed during the recruitment process to:

- Advise you of your progress through each stage;
- Explain assessments that you need to complete;
- Notify you of the outcome of your application by email or phone, and
- Provide you with feedback on your request.

For assistance in submitting your application, please contact the Talent Acquisition Team on (02) 4227 7065.

More information

We encourage applications from everyone regardless of gender, age, ethnicity, cultural background, faith, disability or gender identity. People with disability are encouraged to reach out so they can be supported to access adjustments in recruitment processes and in the workplace, to enable them to demonstrate their skills and capabilities to meet the requirements of the job.

Wollongong Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people in the community.

Suitable candidates may be placed on an eligibility list for future opportunities in the team, which may include full time, part time, temporary and or casual.

Suitable candidates are subject to employment screening which includes reference checks, Identity and Medical History Checks, and may also include a Nationally Coordinated Criminal History Check and Working with Children Check. Employment is subject to clearance of all these checks.

