

Cultural and Entertainment Event Specialist

Temporary until October 2026

Tourism and Events Queensland

Tourism and Events Queensland (TEQ) is a statutory body of the Queensland Government and the State's lead tourism marketing, destination and experience development and major events agency.

TEQ's vision is to inspire a global desire for Queensland by showcasing its unique identity through bold world-class marketing and events – driving travellers to choose our state and deepening pride in the place we call home.

A core function of TEQ is to identify, attract, develop and promote events and experiences that:

- contribute to the Queensland economy.
- attract visitors to Queensland.
- enhance the profile of Queensland; and
- foster community pride in Queensland.

The Events Team does this by empowering and supporting the tourism and events network to exceed visitor expectations through the delivery of a world-class events calendar across Queensland's destinations.

Purpose of the role

The Culture and Entertainment Events Specialist supports the administration of TEQ's major and destination event contracts to deliver direct and incremental value to Queensland's events calendar consistent with TEQ's objectives.

The role manages projects and contracts, engages with stakeholders and provides administrative support across a range of activities and processes to deliver the TEQ events calendar.

You will bring to the role

Must have	Great to have
<ul style="list-style-type: none">▪ Events industry experience.▪ Knowledge of the attraction and nurturing of events and the value of events to the Queensland economy, along with an understanding of the Government's role in events to the benefit of the community as a whole.▪ Well-developed project coordination skills with the ability to deliver agreed outcomes across multiple projects.▪ Ability to build relationships with a wide range of stakeholders and handle confidential issues and material.▪ Ability and willingness to travel and participate in work activities outside of normal work hours including evenings and weekends.	<ul style="list-style-type: none">▪ Tertiary qualifications in Arts, Sport, Business, Tourism, Event Management or related discipline.▪ An understanding of the whole of state issues relevant to the development and marketing of tourism and events in Queensland.▪ Knowledge of event investment programs.▪ Established network of event and tourism contacts.▪ Budget and financial management experience.▪ Marketing experience.▪ Ability to create and deliver high impact presentations.▪ Highly developed written communication skills and the ability to produce quality business cases and reports.▪ Understanding of risk management and contractual requirements and documentation in relation to events management.▪ Private sector experience in a relevant discipline.

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What you will do

Accountability	Major Activities
<ul style="list-style-type: none">Events Support	<ul style="list-style-type: none">In conjunction with the Culture and Entertainment Events Director and Leader Implement and execute the TEQ Events Strategy.Provide high level support to the Culture and Entertainment Events Leader, as directed across a range of activities related to the assessment, approval, engagement and implementation of events for Queensland's event calendar.Provide support and general assistance to the Culture and Entertainment Events Leader across the Culture and Entertainment portfolio including contract management, tracking status of internal processes, producing and monitoring contract deliverable documents as well as coordinate, attend and minute meetings with stakeholders, and document management support.Represent TEQ at events, working groups and functions, which will include out of hours work.Build and maintain effective relationships with local Councils, Regional Tourism Organisations (RTOs), event owners, tourism operators and other relevant stakeholders, to ensure contracted events deliver on the agreed performance targets and generate benefits for the community in which they are based.Liaise with approved panel of external research agencies to manage the delivery of relevant evaluation reports and together with the Group Leader, complete the post-event assessment and analysis.Coordinate Ministers' welcome messages, invitations and protocol sheets with Corporate Communications.Coordinate Stakeholder Engagement requirements for the Events portfolio events including Minister (or representative) and TEQ Board Directors and ExecutivesEffectively activate TEQ contractual benefits in the lead up to each event and other benefits as they relate to onsite familiarisations, media launches, VIP functions and the event itself.Develop specialist knowledge of the broader events and tourism industry product via use of research and trends, and industry and TEQ intelligence.
<ul style="list-style-type: none">Manage a portfolio of Destination Events	<ul style="list-style-type: none">Manage a portfolio of destination event investment contracts and the delivery of contract benefits with event owners to maximise return on investment, minimise risk and ensure the delivery of contractual outcomes.Manage associated processes to deliver contractual requirements, including tracking status of internal processes, producing and monitoring contract deliverable documents, attending and minuting key meetings with events stakeholders, and document management support.Facilitate collaboration between the event and operator, TEQ business units, Tourism Operators, RTOs, local Councils and

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	<p>other relevant stakeholders to activate events and deliver incremental value for TEQ.</p> <ul style="list-style-type: none"> ▪ Manage local council and RTO support to activate events and maximise visitation and community outcomes. ▪ Anticipate and identify issues and risks associated with events that may affect the delivery of TEQ's outcomes and then implement strategies to mitigate risk. ▪ Manage the relevant aspects of the SmartyGrants administration system and integration with TEQ's CRM system.
<ul style="list-style-type: none"> ▪ Event Value Optimisation 	<ul style="list-style-type: none"> ▪ Work with the Culture and Entertainment Events Leader, members of the Events Team and collaborate with TEQ internal departments, to identify and manage Event Optimisation opportunities. ▪ Coordination of the Stakeholder Engagement and Event Experience function via the Host program, working with the relevant team members to drive the desired outcomes from contracted benefits.
<ul style="list-style-type: none"> ▪ Governance and Measurement 	<ul style="list-style-type: none"> ▪ Responsible for supporting the governance and reporting requirements for events and related activities, ensuring timeliness and accuracy. Includes leading the engagement with the audit and compliance function within TEQ. ▪ Work with Operations Leader to maintain the financial management of the global events budget. ▪ Coordination of Board and Committee matters relating to the relevant portfolio of events.
<ul style="list-style-type: none"> ▪ Administration 	<ul style="list-style-type: none"> ▪ Provide administration support to the Culture and Entertainment Events Leader and Director as directed (including but not limited to contract deliverables, payments through NetSuite, other internal systems as required) ▪ Handle general enquiries. ▪ Prepare and/or deliver presentations on behalf of the Events Group and TEQ. ▪ Coordinate and collate information to be provided to the TEQ Corporate Communications Team for the purpose of Ministerial or Parliamentary briefings. ▪ Ensure the Event Master List and CRM is kept up to date.
<ul style="list-style-type: none"> ▪ Other Duties 	<ul style="list-style-type: none"> ▪ Ensure tasks undertaken adhere to all TEQ's Policies, Guidelines and Procedures. ▪ Travel within Queensland and nationally as required. ▪ Undertake other duties and project support as required and directed.

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How you will do it

Capability	How you will display it
<ul style="list-style-type: none">▪ <u>Agility</u> Adaptable and flexible through change	<ul style="list-style-type: none">▪ Takes on more responsibility when initiatives are likely to impact team.▪ Solutions focused when managing obstacles to change.▪ Considers stakeholders who may be affected by the change.
<ul style="list-style-type: none">▪ <u>Innovation</u> Seeking ways to create efficiency and new methods that benefit TEQ and stakeholders	<ul style="list-style-type: none">▪ Learns about changes external to TEQ that may help improve efficiency of TEQ and/or partners.▪ When useful, reviews and reports efficiency and cost effectiveness of existing processes in role.▪ Raises and, when agreed, implements ideas that create value for role.
<ul style="list-style-type: none">▪ <u>Collaborative</u> Working with others as a team player and sharing resources and information	<ul style="list-style-type: none">▪ Considers / encourages feedback on matters that affect others.▪ Consistently invests time with other teams to resolve challenges and co-create.▪ Finds ways to establish a mutual benefit to strengthen involvement and support.
<ul style="list-style-type: none">▪ <u>Results Oriented</u> Solutions focused outcomes for self, team, TEQ and industry success	<ul style="list-style-type: none">▪ Develops clear and practical plans that link with TEQ strategy and cover appropriate level of detail.▪ Proactively identifies obstacles and applies industry knowledge to develop workable tactics to resolve.▪ Delivery of responsibilities in a timely manner and to high standard.▪ Timely response to unexpected challenges.
<ul style="list-style-type: none">▪ <u>Influential</u> Persuades and communicates to achieve objectives	<ul style="list-style-type: none">▪ Invests time into understanding stakeholders needs and concerns.▪ Clearly articulates a desired position to take, highlighting the rationale and benefits.▪ Explores alternatives and adjusts approach to position options, preferences and recommendations based on parties involved.

About the role

Position title:	Culture and Entertainment Events Specialist
Level:	Level 5
Salary:	Starting from \$92,970 base plus 12.75% Superannuation
Status:	Temporary Full Time until October 2026
Group:	Events
Team:	Culture and Entertainment
Location:	Brisbane
Reports to:	Culture and Entertainment Events Leader
Direct reports:	N/A
Key Stakeholders:	Internal – All Groups within TEQ (including Internal Audit) External - Event Evaluation Companies, Research Companies, Media Evaluation Companies, Event Organisers, State Government, Regional and State Tourism Bodies, Local Government Associations and Local Councils, and Commercial organisations

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Closing Date: **Thursday 18 September 2025.**

Additional Information

- Applications will remain current for a period of up to 12 months after the closing date of the original vacancy and may be used for recurring or similar vacancies.
- A probationary period of three months will apply to appointees external to TEQ.
- Pre-employment checks will occur prior to any offer of employment being made. Checks may include:
 - Referees
 - Proof of eligibility for appointment (i.e. residency/citizenship status or evidence of your Australian working visa)
 - Criminal history
 - Mandatory qualifications
- Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the previous two years.
- The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment.
- Applicants who have accepted a voluntary medical or early retirement, redundancy or retrenchment from the Queensland Government are required to indicate this in their application.
- Late applications cannot be submitted via the online job boards so please allow enough time before the closing date to submit your application. The selection panel will decide if they will accept a late application.
- TEQ will manage your personal information collected through a recruitment and selection process in accordance with the [TEQ Privacy Statement](#).

Equity and Diversity

Tourism and Events Queensland recognises the importance and uniqueness of Queensland's Aboriginal and Torres Strait Islander cultures and has developed a Reconciliation Action Plan to demonstrate our commitment towards reconciliation through how we operate and do business. We encourage Aboriginal and Torres Strait Islander people to apply for this position. This is an equal opportunity measure under section 105 of the Anti-Discrimination Act 1991.

We are committed to providing a diverse and inclusive workplace including making any reasonable adjustments to support you through the recruitment process.