



Events Support Assistant

Curtin Student Guild

Curtin Student Guild plays a central role in supporting students academically, financially, and socially while delivering a vibrant calendar of events and services across campus. We're looking for a reliable and proactive Events Support Assistant to help bring Guild events to life and support day-to-day operations in a dynamic, student-focused environment.

What you'll do

Reporting to the Manager – Events, you will:

- Provide front-line support for Guild events, assisting with enquiries and directing students and stakeholders to relevant information
- Assist with preparing event kits, equipment, signage, and ensuring venues are event-ready
- Support event delivery including bump-in, on-ground assistance, contractor coordination, and bump-out activities
- Monitor event operations and escalate issues to ensure safe and smooth event delivery
- Assist with routine event administration including forms, bookings, supplier coordination, and documentation
- Maintain accurate event information across internal systems and databases
- Support inventory management, equipment organisation, and preparation of event materials
- Promote Guild services, events, and opportunities to the Curtin student community
- Assist in maintaining safe, clean, and well-presented event spaces
- Provide administrative and reception support during peak periods, including greeting visitors and responding to enquiries
- Maintain accurate records and assist with compliance processes and reporting requirements
- Contribute to a collaborative team environment while supporting a positive and inclusive student experience

What you'll bring

We're seeking a motivated and organised team player who enjoys working in a fast-paced, community-focused environment.

Essential skills and experience:

- Strong administrative and organisational skills with attention to detail
- Excellent customer service and interpersonal communication skills
- Ability to work collaboratively with students, volunteers, and staff from diverse backgrounds
- Demonstrated ability to manage multiple tasks and meet deadlines in a fast-paced environment
- Confidence using Microsoft Office (Word, Excel, Outlook) and learning new systems quickly
- Ability to follow procedures while recognising when to escalate complex matters

- Willingness to work occasional non standard hours to support activities and events.
- A level of physical fitness appropriate for event set up and pack down tasks.
- Class C or C A WA driver's licence (or equivalent)

Desirable:

- Experience with MYOB, Acumatica, or Workforce Management systems.
- Understanding of university or student organisation financial processes.

Why you'll love it here

At Curtin Student Guild, you'll join a collaborative, purpose-driven team where you can:

- Experience in events, administration, or customer service (ideally in a community or membership-based environment)
- Understanding of event coordination processes and risk considerations
- Familiarity with university environments or student representative organisations
- Awareness of inclusive engagement practices that support diverse student communities
- Current First Aid Certificate

This is a part-time role, 0.6 FTE.

Curtin Student Guild is an equal opportunity employer, and individuals of Aboriginal or Torres Strait Islander descent and living with disability are encouraged to apply.

To apply for this position, please forward your resume and a cover letter addressing the job requirements and telling us why you're the right fit to hr@guild.curtin.edu.au.

Note: Appointment is subject to required background and compliance checks, including a National Police Check.

If you have any questions or enquiries about the role, contact us through the above email address.

Applications close: **Wednesday 13 May 2026 at Midnight AWST** – Note, only shortlisted candidates will be contacted.