

## Events and Ticketing Coordinator

Reconciliation South Australia

Office location: Level 1, 24 Pitt Street, Kaurua Yerta, Adelaide, SA

0.8 FTE (Ongoing, Part-Time)

\$69,544 – \$74,832 + 12% Super

Applications close: 5pm, Tuesday 21 October 2025

**Reconciliation SA is seeking a skilled Events and Ticketing Coordinator to help deliver high-profile events that promote truth-telling, healing, and community connection.**

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### About Reconciliation SA

Reconciliation SA is the peak body for reconciliation in South Australia. Since 2002, we have worked to build a society free from racism and discrimination, advocating for equity, truth-telling, and healing through education, collaboration, and community-led action.

We are a not-for-profit, member-based organisation that centres Aboriginal and Torres Strait Islander voices and cultures in all we do. Our values are grounded in courage, truth, healing, and recognition and we're committed to creating a culturally safe workplace where all staff, especially Aboriginal and Torres Strait Islander people, feel seen, heard, and respected.

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### About the Role

We're looking for an experienced and passionate **Events and Ticketing Coordinator** to join the Events and Sponsorship Manager in playing a key role in delivering some of South Australia's most impactful events, including the **National Reconciliation Week Breakfast** (Australia's largest of its kind) and the **Reconciliation SA Fundraiser Gala**.

You'll also manage ticketing operations for all Reconciliation SA events, coordinate community event participation, support volunteers, and contribute to inclusive and meaningful experiences for thousands of annual event attendees.

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### Key Responsibilities

- **Event Coordination and logistics:** Support delivery of the organisations major events including online participation
- **Community & Stakeholder Engagement:** Represent Reconciliation SA at community-led events such and engage respectfully with key stakeholders

- **Marketing, fundraising and budgeting:** Support marketing campaigns and contribute to event communications while assisting with fundraising efforts
  - **Team Engagement:** Assist across teams with event logistics, evaluation, budgeting, reporting, and communications
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### About You

You're an experienced event coordinator with a passion for creating inclusive, culturally respectful, and impactful experiences. You're highly organised, self-motivated, tech-savvy and thrive in a fast-paced, high-pressure, and dynamic small team environment.

### To succeed in this role, you will have:

- Tertiary qualifications in events, marketing, tourism, or a related field.
  - At least 3 years' experience in event coordination, major event or festival experience is highly desirable.
  - Familiarity with ticketing systems (e.g., Humanitix), project management systems and Microsoft Office Suite.
  - Strong communication and customer service skills, including phone and face-to-face support.
  - Commitment to the principles of Reconciliation, cultural safety, and respectful community engagement.
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### What We Offer

- A supportive, inclusive, and flexible workplace.
  - Negotiable 0.8 FTE (4 days/week) ongoing part-time role.
  - Flexible working options
  - Competitive pro rata salary of **\$69,544 – \$74,832 + 12% super** (aligned to Social, Community, Home Care and Disability Services Industry Award Level 4).
  - Opportunities for professional development.
  - Be part of a small, passionate team driving real change in South Australia.
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**How to Apply**

To apply, please send to Jessi Tilbrook, Events & Sponsorship Manager at [admin@reconciliationsa.org.au](mailto:admin@reconciliationsa.org.au) the following

- Current resume (no longer than three pages) with two recent referees
- Cover letter (no longer than two pages) addressing key responsibilities in the position description

**Applications close:** Wednesday 22<sup>nd</sup> October 2025

**We strongly encourage Aboriginal and Torres Strait Islander peoples to apply.**

Reconciliation SA is an Equal Opportunity Employer committed to a culturally safe and inclusive workplace.

If you require any adjustments to the recruitment process, please let us know when applying.