



Job Title: Event Assistant / On-the-Day Coordinator / Event Stylist

Location: Melbourne – we service Victoria wide

Position Type: Casual/Contractor

Job Description:

We are currently seeking enthusiastic and reliable individuals to join our team as Event Assistants, On-the-Day Coordinators, and Event Stylists. Multiple positions are available to support various events, requiring weekend availability and access to a personal vehicle.

Key Responsibilities:

- Assist with event setup and takedown, ensuring all details are executed to the highest standards.
- Coordinate logistics during events, including vendor management and guest coordination.
- Support event activities such as registration, guest inquiries, and ensuring a smooth flow of proceedings.
- Contribute creatively to event styling and decor setup as per client or internal specifications.
- Maintain a professional demeanour and provide excellent customer service at all times.

Requirements:

- Must have availability to work weekends.
- Possession of a valid driver's license and reliable transportation.
- Punctuality and reliability are essential.
- Prior experience in events, hospitality, or related fields is preferred but not required.
- Ability to work effectively both independently and as part of a team.
- Strong attention to detail and organisational skills.



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Benefits:

- Flexible hours suitable for casual or contractor roles.
- Opportunity to gain valuable experience in the event industry.
- Collaborative work environment with growth potential.

APPLY:

Please submit your resume and a brief cover letter outlining your availability and relevant experience (if any) to info@bigdayco.com.au. We look forward to reviewing your application and discussing how you can contribute to our dynamic team of event professionals.

Applications open Monday 12th August - Monday 26th August. Interviews will be conducted shortly after. Applicants who are successful will receive an email with an interview time.

Note: This position may require physical labor and the ability to lift and carry items up to a certain weight. Training will be provided for successful candidates as needed.

