

Project Brief & Call for Expressions of Interest
Project Coordinator - A Natural Escape Festival
Tenure: Short-Term Contract (Ending November 2025)
Location: Tasman Region, Tasmania



About the Festival

Ready for an adventure?

The 'A Natural Escape Festival' is coming to the stunning Tasman Region, and we need YOU to help bring it to life! This one-of-a-kind festival is all about celebrating the breathtaking natural beauty, biodiversity and vibrant community spirit of the region. We're talking guided hikes, wildlife talks, hands-on arts workshops, indigenous food and craft markets, storytelling sessions and more! Set against iconic backdrops, the festival will be a must-visit experience for anyone who loves nature, culture and the outdoors.

What We're Looking For

We're on the hunt for a passionate, organised, and dynamic Project Coordinator who's ready to roll up their sleeves and make magic happen. You'll work closely with our Economic & Business Development Officer to coordinate everything from logistics and activities to marketing and community partnerships. Your job will be to bring together the region's arts, environment and people to create a festival that's as unforgettable as the landscape itself.

If you're a natural-born organiser who can juggle multiple tasks while keeping a smile on your face, we want to hear from you!

Your Mission, Should You Choose to Accept It

- Plan, organise and execute all festival activities and logistics (hiking tours, workshops, performances, you name it!)
- Build relationships with local artists, businesses, Indigenous community and key stakeholders to make sure the festival feels authentically Tasman.
- Manage volunteers, presenters and staff—because teamwork makes the dream work!
- Together with the Project Lead, develop and manage the festival schedule and budget—keeping everything on track and on time.

- Work your networking magic to get the word out—liaise with local businesses, tourism operators, community members, media outlets and more to make sure the world knows about **A Natural Escape**.
 - Stay on top of health and safety to make sure the festival runs smoothly and safely for all.
 - Help to drive the marketing efforts—social media, outreach, community engagement—you've got this covered.
 - Regularly update the Project Lead, Project team, stakeholders and partners to make sure the festival stays on course.
 - After the festival, help us evaluate what went well, what can be improved and how we can make next year even bigger and better!
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The Skills You Bring to the Table

- You've been there, done that—with proven experience organising festivals or large events, and you know how to make things happen.
 - Project management is your middle name—you can handle budgets, schedules and tight deadlines without breaking a sweat.
 - You're a people person with fantastic communication skills, able to build relationships with everyone from local artists to government departments. And you've got connections!
 - You've got a deep love and understanding of the Tasman Region, its history, natural beauty and community vibe.
 - You care about sustainability and eco-tourism, and you're passionate about promoting nature-based activities.
 - You can manage multiple tasks while keeping calm under pressure—no task is too big or too small for you to handle.
 - Whether working in a team or solo, you're a natural problem solver and flexible enough to adapt to changing needs.
 - Bonus points if you have experience working with Indigenous community and even more points if you know a thing or two about the Tasmanian arts and tourism scene!
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What's In It for You

- Working in one of the most stunning places on earth (seriously, it's a nature lover's paradise).
 - Collaborate with passionate locals and contribute to a festival that celebrates the community, culture and environment.
 - Flexible hours.
 - A desk in the Tasman Council offices plus a mobile phone allowance and email address to help you stay connected.
 - You'll be a key player in a festival that will leave a lasting impact on Tasmania's nature-based tourism scene.
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The Fine Print

- Contract position: Must hold an Australian Business Number (ABN).
 - Contract Dates: Starting ASAP, running until November 2025.
 - Work schedule: Flexible—1-2 days per week until October (exact days TBD), then full-time from October 3-26, 2025.
 - Office Location: Tasman Council, Nubeena (occasional work from home if required)
 - Perks: Desk space, mobile phone allowance and email address for project use.
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How to Apply

If you're excited about the opportunity to be part of this game-changing festival, we'd love to hear from you!

Please send us your **Expression of Interest (EOI)**, including:

- Your CV, showcasing your experience and skills.
- A cover letter (max 2 pages) telling us why you're the perfect fit for this role and how you'll make **A Natural Escape Festival** unforgettable.
- Your contract hourly rate (don't be shy—let us know what you're worth!).
- Any portfolio or examples of events you've managed.
- The contact details of at least two referees who can vouch for your event management skills.

EOI Deadline: 18 May 2025 (by 11.59pm)

Submit via email to: Tanya.Dalton@tasman.tas.gov.au Please place EOI – A Natural Escape - <your name> in the subject line.

For more info, give Tanya a call at 6250 9200.

This is your chance to be part of something incredible! The A Natural Escape Festival is going to put the Tasman Region on the map as a top eco-tourism destination, and we want YOU to help make it happen. Don't wait—apply today and join us on this exciting adventure!