



Events and Administration Officer

ROLE SNAPSHOT

Location: Darwin, NT

Reports to: Chief Executive Officer

Employment type: Full time, 3 year contract

Salary: \$75,000-\$95,000

Travel: Regional NT travel as required

Hours: Evening and weekend events as required

Plan and deliver Hospitality NT's events; oversee day-to-day office administration; represent Hospitality NT through clear and supportive communication with members and corporate partners; make a significant and valuable contribution to the Territory's hospitality industry.

The right person will be organised, confident and ready to be a valued member of a small team. Bring your experience in event delivery, administration, and stakeholder engagement – and passion for excellence in hospitality!

About Hospitality NT

Hospitality NT is the peak industry association representing pubs, clubs, accommodation, restaurants, cafes, wayside inns, producers and allied businesses across the Northern Territory. We advocate for a strong, safe and sustainable hospitality sector and deliver member services, major industry events, advocacy and practical support to members across the Territory.

What you will deliver

Core duties:

Events and member engagement

- Coordinate Hospitality NT's major events, including run sheets, ticketing, registration, venue liaison, entertainment, catering, suppliers, AV, signage, guest lists, on-day logistics and post-event reconciliations.
- Manage our awards programs, including nominations, judging, sponsor recognition, program content, trophies and collateral.
- Represent Hospitality NT at industry and government forums, member meetings and regional engagements as required.
- Travel to regional venues and communities, including Alice Springs, Katherine and other NT locations, as required.
- Contribute to member communications, event promotion, database updates, surveys, and other engagement materials, including management of the Hospitality NT Supplier Guide.

Administration and executive support

- Provide high-level, confidential administrative support to the CEO and Board, including meeting coordination, travel bookings,
- Oversee office operations, including supplies, IT coordination, equipment, systems, records and other general administration.
- Maintain systems, databases, policies, procedures and records to support good governance and organisational compliance.
- Act as the first point of contact into the office.

Extended duties:

Finance, grants and compliance support

- Assist with accounts administration alongside the CEO and/or bookkeeper, including invoicing, receipting, accounts payable and receivable, reconciliations, credit card processing and other financial records.
- Support payroll, Payday Super, FBT, budget tracking, financial reporting and financial documentation.
- Prepare budgets, financial reports, forecasts, grant acquittals, project reports and supporting documentation for management, events, grants and Board consideration.
- Assist with annual audit preparation, statutory reporting, governance documentation, Fair Work Commission compliance returns and Registered Organisation obligations as required.

Partnerships and sponsorships

- Manage partner accounts, including benefits delivery, recognition, invoices and renewals and relationship management.
- Identify and drive opportunities to attract new members and corporate partners for Hospitality NT.

What you will bring

Essential

- Experience delivering professional events, including budgets, venues, suppliers, registrations, logistics and competing deadlines.
- Experience coordinating travel, meetings, records, compliance tasks and confidential information with judgement and discretion.
- Confident written and verbal communication who can build trusted relationships with members, sponsors, suppliers, government and other stakeholders that deliver commercial value.
- Competency with Office 365, email, calendars, databases and online platforms, with willingness to learn new systems.
- Availability to work outside standard business hours when required, delivering evening events or weekend member functions.
- Current NT driver licence and capacity to undertake local and regional travel as required.

Desirable

- Experience using CRM systems, MYOB, Xero, or online platforms (e.g.: event ticketing).
- Governance, Board, grant acquittal, statutory reporting or compliance experience.
- Experience working with an industry association, advocacy group or other FWC registered organisation.
- Hospitality, tourism, events, membership association or small business experience.

What success looks like

- Events are delivered professionally, on budget and with a strong member and partner experience.
- Corporate partners and sponsors receive clear communication, visible value and reliable benefits delivery.
- The CEO, Board and Executive Committee receive timely and confidential administrative support.
- Office, compliance, finance/audit and compliance records are organised, current and easy to access.
- Members and stakeholders experience Hospitality NT as responsive, practical and professional.

Why join us

- A genuinely varied role spanning events, partnerships, member services, administration, finance support and operations.
- The opportunity to work with a small, supportive team where you own your role and will make a valuable contribution.
- Build a big network of venue operators, suppliers and stakeholders who want to see NT hospitality industry succeed.
- Exposure to major industry events, policy and advocacy work, and travel across the Territory.

Further information

Hospitality NT is committed to a respectful, safe and inclusive workplace. Reasonable workplace adjustments can be discussed as part of the recruitment process.

Duties may vary from time to time to meet operational needs.

How to apply:

Please submit your resume and a cover letter to cathy@hospitalitynt.com.au

Closing Date: Friday 12 June 2026

Contact: Cathy Simmonds, Chief Executive Officer, Hospitality NT