



# Walhalla Goldfields Railway

Walhalla Station, 2 Main Road,  
WALHALLA VIC 3825

**Events Coordinator - 2 days/16 hours per week opportunity. Great Rates.**

**The Walhalla Goldfields Railway is a NFP entity which is managed and operated almost exclusively by Volunteers. We operate a scheduled tourist train service through the Stringer's Creek gorge at Walhalla in a location of outstanding natural beauty.**

We have an opportunity for a creative person who has self initiative, to develop an Events management role in an exciting and growing tourist environment. We have a unique environment, location, and a wonderful team of willing volunteers who have worked tirelessly to bring the railway to where it is today. This 2 day/16 hours per week role requires one day located at the Walhalla Railway station, whilst the second day may be worked flexibly and remotely.

## **Responsibilities include**

- \* Planning and implementing new events.
- \* Developing partnerships with other local tourism providers in Walhalla and the wider region.
- \* Producing and coordinating quality text and artwork for editorial material and advertisements.
- \* Broadening the reach of the railway through great communications and social media networks.

## **Skills and Experience**

- \* Confident and professional use of Microsoft Office tools.
- \* Excellent verbal and written communication skills - well presented, articulate and able to present on radio, TV and other media interviews.
- \* Access to a car and current Driver's license.
- \* Able to work without supervision, to deadlines and within targeted budgets.
- \* Able to interact energetically and positively across the railway's stakeholders including the Office Manager, Board members, large volunteer base, local tourism community and targeted clients.

## **Apply for this job**

- \* By Sending your resume to [geraldine@redtinshed.com.au](mailto:geraldine@redtinshed.com.au) before **14 September 2018**.
- \* A covering letter would be welcomed, providing insights into your strengths with regard to the role and skills requirements itemised.
- \* Benefits include a competitive hourly rate and great working conditions.

For information about Walhalla Goldfields Railway go to [www.walhallarail.com](http://www.walhallarail.com)