



EVENT CO-ORDINATOR

Yakusan creates unforgettable experiences that generate content, conversations and contagion. Whether it's idea generation, brand strategy, immersive brand experiences, content creation or amplification – people come to us for our expertise, passion and creativity.

Based in Surry Hills within a great office space, Yakusan is a highly creative, market leading brand experience agency. No two projects are ever the same, we take a bespoke approach with every detail considered, giving our clients unique campaigns that bring their brands to life.

We are seeking an enthusiastic, pro-active and switched on Event Co-ordinator to support our Production team in our busy and dynamic office.

This role isn't your everyday Event Co-ordinator role, it is not only fun but incredibly diverse. We work on exciting campaigns delivering great results for our amazing clients and are a talented bunch that love what we do and have a great time doing it. With a real focus on growth and development, Yakusan are committed to seeing our team thrive.

Reporting into the Creative & Production Director you will be responsible for supporting our Production team in the development and delivery of best practice brand experiences and integrated campaigns, from concept through to execution.

You will assist with campaign pre-production, such as venue bookings, supplier management, production schedules and event documentation, print production, travel logistics, courier and freight management, budget planning and everything in between. Live on-site event assistance will also be required, with staffing training & management, event logistics, set build & styling management and OH&S management as part of the role.

The role would suit someone with previous Event Co-ordinator experience, who is a super organised team player, thrives in a fast-paced creative environment and is a multi-tasker extra-ordinaire. You will have strong project management, administrative and time management skills, and proficiency in Microsoft Word, Outlook, PowerPoint and Excel. Agency experience will be essential.

This role is full time and only Australian permanent residents or long-term visa holders will be considered.

Enough about us, what's your story....?

If you love a creative, small agency environment, enjoy working with inspiring brands with a group of talented individuals and you think this role sounds like you, send your CV and cover letter to people@yakusan.com by 30 September 2018.