

Phone (08) 9448 0004
Fax (08) 9447 0309
Email info@surfingwa.com.au
Website surfingwa.com.au

Postal PO Box 382, Karrinyup WA 6291
Address 368 West Coast Drive, Trigg, WA 6029
ABN 81 948 248 683



SURFING WA EVENTS MANAGER

Trigg, Perth | Full-time | Permanent

OUR ORGANISATION:

Surfing Western Australia is recognised by the WA State Government as the governing and organising body for surfing in WA. Surfing WA conducts a range of age and discipline events, as well as educational programs to coaches, instructors, recreational surfers and competitors. Our services are delivered by a key network of regional coaches, affiliated clubs and surf schools.

THIS ROLE:

Surfing Western Australia is seeking a full-time Perth-based Events Manager with core responsibility to ensure the successful delivery of our WA based surfing events. The successful applicant will be the organisational lead in planning and delivering surfing events across all areas of competitions with a focus on our key state and specialty events including the King of the Point, The Whalebone Longboard Classic, Taj's Small Fries and a suite of other state and nationally sanctioned events. The Events Manager will also support our judging pathway and club network, leading the continued development of high-quality event staff, judges & officials across the state.

Surfing Western Australia is seeking a candidate with event operations passion, excellent communication skills, attention to detail and a proven ability to work in a team environment and an understanding of the surfing pathway. The successful candidate will be responsible for executing event requirements while driving innovation within the Surfing WA event calendar and supporting the development of clubs, judges & officials across our state network. Critical to this role is the ability to manage each event within budget, high attention to detail in risk mitigation, infrastructure planning and preparing event reports/reviews for internal & external stakeholders.

ATTRIBUTES

- Professional, friendly and respectful attitude to all staff and stakeholders
- Excellent time management and attention to detail.
- Highly motivated with a clarity surrounding proactive thought processes.
- An understanding of surfing and its pathways.
- Analytical thought process with the ability to work towards both short- and long-term goals either individually or within a team setting.
- Positive proactive approach, with strong communication skills.
- Highly organised, with capacity to lead by example.



KEY SKILLS AND EXPERIENCE

- Proven leadership ability, with a highly organised approach to leadership.
- Experience as an events manager, contest director or similar role.
- Demonstrated analytical skills and general comprehension of financial and business principles and best practices.
- Fine-tuned communication and interpersonal skills with the ability to relate to people at all levels as well as working collaboratively within local surfing communities.
- Proven experience developing and overseeing budgets.
- Demonstrated experience coordinating and managing event delivery, including sponsorship deliverables.
- Good computing skills including Microsoft Office suite, especially Excel, Word, and PowerPoint.
- Passion and understanding of surfing, particularly the competitive pathway.

KEY DUTIES

The Surfing Western Australia Events Manager will report directly to the CEO and Head of Operations and will be responsible for:

EVENT MANAGEMENT

- Leading the implementation of our key West Australian surfing events across the state, for various ages and surf-craft disciplines.
- Providing leadership, direction, and performance management to contract event staff of Surfing WA.
- Recruit and manage contract staff/volunteers
- Coordinate team to deliver necessary event logistics
- Strong communication and interpersonal skills, capable of building relationships with diverse stakeholders and implement solutions when issues arise
- Liaise and negotiate with key stakeholders, sponsors, and contractors
- Ensure implementation of strong planning processes to ensure success of all events/projects from concept to delivery.

BUSINESS FUNCTIONALITY

- Engaging with and developing strong working relationships with the broader sports industry, key surfing and Government stakeholders.
- Actively working as part of a team to increase and diversify revenue streams and manage costs to improve financial sustainability.
- Add value to Surfing WA's strategic and operational goals.
- Work with Head of Operations and Programs Team to ensure good working order of Surfing WA's equipment and storage facility.
- Seek out new partnership opportunities.
- Support judge & official development opportunities

ADMINISTRATION

- Meeting legislative, policy, reporting, funding agreement and other contractual requirements.
- Oversee the risk management and compliance of Surfing WA's events and programs – including development and updating of Risk management plans.
- Ensure compliance with Surfing WA's policies, guidelines, and procedures.
- Liaise with local authorities regarding annual operations, permitting and compliance with relevant building codes and planning authorities.
- Revision, maintenance, and update of Surfing WA's annual risk management plans and standard operating procedures.
- Setting and oversight of event budgets.

OTHER DUTIES

- Attend and contribute to the delivery of Surfing WA's core events and programs as required.
- Support the development of WA's judging & officiating pathway
- Support the development of WA's affiliated Board Rider Clubs
- Attend meetings and represent Surfing WA on various groups and committees as required.
- Any other duties with the employee's capabilities and which is fair and reasonable to expect the employee to undertake as directed by the Chief Executive Officer from time to time.
- Oversee event equipment stocktake and maintenance (jet-skis, trailers, generators, tents, speakers etc)

SPECIAL CONDITIONS

- Out of hours weekend work will be required (specifically around Major Events).
- Some intra-state and inter-state travel will be required.
- This position requires you to have a satisfactory driving record, current driver's license and be willing to drive.
- This position requires you to be physically mobile & able as on-beach event attendance with some physical labour is expected
- Current WA Working with Children Check.
- Be willing to obtain relevant Surf Rescue and First Aid qualifications

CONSIDERATION WILL BE GIVEN TO THOSE WHO HAVE

- Degree in Event/Sports Management, Project Management or related field of study.
- Previous event management and/or contest director experience.
- An understanding of the sport of surfing and it's competition pathway.
- Relevant education and experience within the sport and industry sector (including previous experience in a state sporting associations).
- Experience working with a variety of different stakeholders.
- Experience in acquiring sponsorships/partnerships and ability to service requirements accordingly.

SALARY

\$90,000 PA + Vehicle & Fuel

HOW TO APPLY

Please send your application to careers@surfingwa.com.au before 12pm Friday October 16th, 2026.

We require that in your application you include:

1. Your CV.
2. A covering letter (no more than 2 pages) outlining what you would bring to the role and provide any relevant examples of your capacity to successfully fulfill the key duties associated with this role.

CLOSING DATE & NEXT STEPS:

No applications after 12pm Friday October 16th, 2026 will be accepted.

Interviews for this position to be held on the week commencing Monday October 19th, 2026.