



Event Manager

Position	Event Manager (Consultant)
Location	Canberra (preferred); Sydney considered
Employment Type	Part-time (initially 3 days per week)

About Delta Advisory

Delta Advisory is a boutique, growing, government relations and public policy firm dedicated to providing strategic advice and advocacy services to businesses and not-for-profit organisations. We pride ourselves on our personalised approach, deep industry knowledge, and commitment to achieving our clients' goals. We work hand-in-hand with our clients, who see us as a valued member of their teams.

At Delta Advisory, we don't just open doors — we shape outcomes.

As a bi-partisan government relations and public policy consultancy, we equip businesses and non-profits with the strategies and support needed to navigate complex regulatory landscapes, influence policy, and build powerful stakeholder connections.

Our mission is simple: to help our clients achieve their goals, safeguard their reputation, and minimise risk. Unlike other firms, we go beyond facilitation—we deliver results.

Role Overview

We are seeking an experienced and highly organised Event Manager to join our team on a part-time basis.

This role is central to the planning and delivery of Delta Advisory's client events, from intimate roundtables and working breakfasts to corporate receptions, showcases and full-day engagement programs. The successful candidate will be comfortable managing multiple events simultaneously, working with senior business and government stakeholders, and operating in a fast-paced, politically sensitive environment.

Our events offering is a key part of how we bring clients, decision-makers, and stakeholders together in meaningful and high-impact settings.

This is a unique opportunity to be part of a growing advisory firm at the intersection of business, government, and public policy, and to play a key role in delivering exceptional experiences that drive real outcomes for our clients.

Key Responsibilities

- Plan and manage multiple client events simultaneously, including breakfasts, lunches, dinners, receptions, showcases, roundtables, and full-day engagement programs.
- Coordinate all logistics end-to-end: venue selection and management, catering, audio-visual requirements, run-of-show documents, invitations, RSVPs, and on-the-day delivery.
- Liaise with clients to understand event objectives, audience composition, and desired outcomes, ensuring each event is tailored to their needs.
- Manage relationships with external suppliers, venues, and service providers to ensure quality delivery within budget.
- Work closely with Delta Advisory's government relations consultants to align event programming with advocacy and stakeholder engagement strategies.
- Draft event briefs, run sheets, and post-event reports.
- Handle sensitive guest lists, including Ministers, senior officials, business leaders, and other high-profile attendees, with appropriate discretion and professionalism.
- Support the development and continuous improvement of Delta Advisory's events function, including systems, templates, and supplier relationships.



- Travel interstate for events as required, with flexibility to attend events outside standard working days on occasion.

Qualifications and Experience

- Demonstrated experience planning and delivering senior-level corporate events, ideally in a professional services, government, or political environment.
- Proven ability to manage multiple events concurrently, with strong prioritisation and organisational skills.
- Experience working in or around government, parliament, or political environments is highly regarded, understanding of the sensitivities and protocols involved is a real advantage.
- Exceptional attention to detail and a commitment to delivering polished, seamless event experiences.
- Strong communication and interpersonal skills, with the confidence to engage with senior executives, ministers' offices, and government officials.
- Ability to work independently, manage competing deadlines, and adapt quickly when plans change.
- Proficiency in standard event management tools and Microsoft Office suite; experience with CRM or database systems is an advantage.
- A relevant qualification in event management, communications, hospitality, or a related field is desirable but not essential, demonstrated experience is what counts.

What We Offer

- Flexible, part-time working arrangement (3 days per week) with scope to grow with the business.
- A varied and interesting events calendar spanning corporate breakfasts, policy roundtables, parliamentary receptions, and client engagement days.
- The opportunity to work at the heart of the Canberra policy community, with exposure to senior government and business stakeholders.
- A collaborative, high-performing team culture that values initiative, excellence, and good humour.
- Competitive remuneration commensurate with experience.

About You

- Highly organised and calm under pressure, someone who can hold a lot of moving parts together without dropping the ball.
- Discreet and professional, with an instinct for the sensitivities of working around senior government and business figures.
- A self-starter who takes ownership, anticipates problems, and finds solutions.
- Warm, personable, and excellent with people, you understand that events are about relationships, not just logistics.
- Passionate about delivering high-quality experiences and takes pride in getting the details right.
- Comfortable working across multiple client mandates and shifting priorities in a boutique firm environment.
- Have high attention to detail and thrive in an environment that is dedicated to excellence.
- Adaptable and comfortable in a fast-paced, dynamic environment.

Application Process

Interested candidates should submit their CV and a cover letter outlining their relevant experience and motivation for joining Delta Advisory. Applications can be sent to info@deltaadvisory.co with the subject line: **Application: Event Manager – [Your Name]**.

Delta Advisory is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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