



Casual Position Vacant

Tourism & Events Officer – Flexible work arrangements

The **Cunnamulla Fella Centre** is currently seeking a dynamic Casual Tourism Officer to join our team. The position involves providing front-line tourism services, promoting local attractions, and assisting with various tourism-related tasks. These positions offer flexibility and often focus on customer service and event support.

Here is a snapshot of what to expect:

Customer Service:

Providing information, answering inquiries, and assisting visitors at the Cunnamulla Fella Centre with visitor information or other tourism-related queries.

Promotion:

Highlighting local attractions, events, and tourism products to attract visitors.

Event Support:

Assisting with the planning, setup, and execution of tourism-related events.

Information Management:

Keeping up to date with local tourism information and resources.

Information and Position Description can be found on our website and below in the Position Description [Employment Vacancies – Paroo Shire Council](#)

Applications will be accepted until the position is filled.

To apply please email your resume, cover letter to hr@paroo.qld.gov.au For further information please contact Denise O'Brien our Human Resources Manager on 07 4655 8400



POSITION DESCRIPTION

CASUAL TOURISM & EVENTS OFFICER

The Position

This role is to perform provide frontline Tourism services at the Cunnamulla Fella Centre, to work as part of a team to plan and deliver events within the local community and promote businesses and attractions within the Paroo Shire.

Selection Criteria

1. Model safe WHS behaviour in the workplace;
2. Ensure all services, programs and events are delivered in a safe and healthy manner;
3. Participate in the planning and implementation of tourism services;
4. Ensure all services are delivered in a professional and timely manner;
5. Participate in the planning and delivery of Tourism Events and provide support to ensure they are delivered in line with the event plan;
6. Participate in post event reviews to appraise the event's success;
7. Promote local businesses and tourism offerings to relevant community members and visitors; and
8. Provides a high level of communication and customer service to the community and all workers at Council.

Experience & Qualifications

- Knowledge of or an ability to quickly grasp and understanding of the tourism and visitor information requirements for the Paroo Shire;
- Prior experience providing customer service role through Tourism, Retail, Business or Administration;
- Strong interest in Tourism is essential, enthusiastic about sharing knowledge of the local area and confidence in public speaking;
- Effective communication and people skills, both verbally and written, with the ability to provide timely courteous customer service while representing Council;
- Experience and understanding of the importance of working within a team and autonomously;
- Experience in Microsoft Office, databases and operating standard office equipment, computers, and the internet;
- Experience with creating/updating websites and social media an advantage;
- Commitment and uphold Council Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies;
- Ability to legally operate a motor vehicle under a 'C' Class Queensland Drivers Licence or higher is an essential requirement for this position;
- Blue Card (Working with Children) essential; and
- Formal qualifications in Event Management and/or Tourism highly regarded.

Benefits

- A competitive remuneration package is offered, depending on experience and qualifications.
- Flexible work arrangement
- Uniforms provided.