



# FARMBOT

MONITORING SOLUTIONS

## POSITION DESCRIPTION

<b>Position Title:</b>	Events Coordinator
<b>Location:</b>	Roseville, Sydney, NSW
<b>Position Type:</b>	Full time
<b>Reports to:</b>	Partnerships and Events Manager
<b>No. of Direct Reports:</b>	0
<b>Date:</b>	March 2026

### About Farmbot?

Farmbot is a fast-scaling Australian Agritech company that is leading the evolution of technology development in agriculture.

Supported by a strong go-to-market strategy, a commitment to customer service, and proprietary intellectual property, Farmbot’s award winning technology drives productivity, profitability, and sustainability across Australian agribusinesses.

Farmbot’s products are designed for fast, customer-led installation without the need for technical support. Global data access is enabled through leading satellite networks, with connectivity via local cellular networks where available. On-farm monitors provide real-time alerts on water level trends, changes and issues via SMS, email, and the Farmbot’s cloud dashboard – supporting informed farm management decisions, improved asset and resource utilisation, and more proactive water ecosystem management.

Until recently Farmbot’s core focus has been water for livestock with a high adoption in cattle and sheep grazing activities across Australia. The company is now expanding its core water monitoring with a range of its own and other third-party technology, including sensors for rainfall, flow, pressure, cameras, pump control, trough monitors and more.

### Purpose of the Role

We’re seeking a dynamic Events Coordinator to join our team and help with the planning, coordination, and administrative management of events, ensuring all logistics, communications, and operational elements are organised and executed smoothly.

This role works primarily from the office, coordinating vendors, internal teams, and stakeholders to ensure all moving parts are aligned before, during, and after events. Attendance at events is generally not required. The role requires strong organisational skills, attention to detail, and the ability to manage multiple projects simultaneously while ensuring deadlines are met.



## About you

- Experience in event coordination, event administration, or project coordination.
- Strong organisational, project management, and time management skills.
- Excellent written and verbal communication abilities.
- High attention to detail with strong follow-through and the ability to manage multiple deadlines.
- Strong problem-solving skills with the ability to remain calm under pressure.
- Highly organised, proactive, and detail oriented.
- Collaborative and stakeholder-focused, with the ability to work effectively across teams and with external suppliers.
- Passion for agriculture and rural Australia.

## Key Responsibilities

- Manage event applications and staffing registrations, including tracking changes efficiently.
- Support event safety planning.
- Assist with bump-in and bump-out planning.
- Maintain and update run sheets as event requirements evolve.
- Support staff travel administration (flights, cars, hotels) by ensuring requests are submitted correctly, protocols are followed, and last-minute changes are actioned when event plans shift.
- Track event requests and conduct supporting research.
- Provide communications support when the Partnerships & Events Manager is travelling.
- Track and maintain accurate records of giveaways.
- Support data management and record keeping enabling regular reporting and activity analysis.
- Ensure event images are collected, stored correctly, and include accurate participant names, spelling, and enterprise details.
- Draft event design briefs based on direction from the Partnerships & Events Manager to ensure smooth workflow with the design team.
- Support with meeting coordination for events and partnerships activities

Be part of a team that is creating the next generation of monitoring and control system for the world's agricultural industries.

Please send your application with a cover letter to Tess O'Hagan at [jobs@farmbot.com.au](mailto:jobs@farmbot.com.au)

