



## **Expression of Interest (EOI)** **Event Coordinator – Nambucca Valley Open Streets Festival (2025–2028)**

**Issued by:** Nambucca Valley Council

**EOI Closing Date:** 24 July 2025

**Contact Person:** Jocelyn Box

### **Overview**

Nambucca Valley Council is seeking Expressions of Interest (EOIs) from suitably experienced and dynamic individuals or organisations to coordinate and deliver the **Nambucca Valley Open Streets Festival** from **2025 to 2028**.

The Open Streets Festival was first held in 2024, providing Nambucca Valley with its first vibrant, inclusive community event that celebrates local culture and creativity, and empowered youth participation. Nambucca Valley Council intends to continue the Festival as a regular annual event for our community.

Transport for NSW and Nambucca Valley Council are funding 3 events across the 2025-2028 timeline. Information on the grant can be found here: [Open Streets Program | Transport for NSW](#)

This is a multi-year opportunity to shape and grow one of the Valley's signature events.

The funding consists of 3 Festivals over 3 years, with delivery of each festival anticipated between November to February the following year.

The event is held along the riverside at **Macksville NSW** and includes River Street, Wallace Lane, and Princess Street road closures. Different designs of the festival will be considered if eligible under the grant [guidelines](#). Road closure is a core requirement of the event.

### **Scope of Services**

The appointed Event Coordinator will be responsible for the end-to-end planning, management, and delivery of the Nambucca Valley Open Streets Festival, including but not limited to:

- Strategic planning and event concept development in collaboration with Council and stakeholders.
- Project management across all phases of the festival (2025–2028)
- Stakeholder and community engagement
- Programming and coordination of performances, workshops, stalls, and activities
- Logistics and site management (including traffic, safety, accessibility, etc.)

- Marketing, communications, and audience development
- Budget development and financial oversight
- Partnership development
- Risk management and regulatory compliance
- Post-event evaluation and reporting with Council.

### Insurance Requirements

Insurance Type	Insurance Amount Required	Specific Insurance Requirements
Public Liability	\$20m	
Professional Indemnity & Liability	Not applicable	
Workers Compensation	As per legislation	

### Project Timelines

Service	Commencement Date	Completion Date
Festival 1 - Event planning and approvals, including engagement	On signing	February 2026
Festival 1	February 2026	February 2026
Festival 1 evaluation	March 2026	March 2026
Festival 2 - Event planning and approvals, including engagement	June 2026	February 2027
Festival 2	February 2027	February 2027
Festival 2 evaluation	March 2027	March 2027
Festival 3 - Event planning and approvals, including engagement	June 2027	February 2028
Festival 3	February 2028	February 2028
Festival 3 evaluation	March 2028	March 2028

### Funding and budget

The Nambucca Valley Open Streets Festival is funded by Transport for NSW and Nambucca Valley Council.

The guidelines of the funding can be viewed [here](#). Council's Community Development Officer will oversee expenditure and ensure it aligns with the funding guidelines in partnership with the Event Coordinator.

Total festival budget each year is **\$136,000**.

Budget considerations include:

- Street closures
- Placemaking elements, public art, murals
- Event infrastructure (stages, fencing, safety, amenities)
- Event production (AV, sound, lighting)
- Creative workers (musicians, dancers, workshop facilitators)
- Creative program development and delivery (Event Coordinator)
- Staffing (Event crew, security, first aid)
- Promotion and advertising

Please note: due to the funding guidelines, Council is not able to provide the full funding directly to the Event Coordinator to then subcontract. Council is required to process the payments of subcontractors, performers, etc, and will work to make this as efficient as possible with the Event Coordinator.

### **Support provided**

Nambucca Valley Council's Community Development Officer will oversee the project and funding and been the primary contact for the Event Coordinator. Regular meetings will also be held to support the Event Coordinator and enable reporting and tracking of the project.

Council will form a Working Group to advise on arts, youth, Aboriginal community, and business engagement and participation to further support collaboration and share resources.

### **EOI Submission Requirements**

Interested parties must submit an EOI that includes:

1. **Cover Letter** outlining your interest in the role and relevant experience
2. **Company/Individual Profile** including qualifications, key personnel, Public Liability Insurance, and relevant project history
3. **Demonstrated Experience** in coordinating similar large-scale public events, particularly in regional or community-based contexts
4. **Proposed Approach** to delivering the festival, including stakeholder engagement, creative vision, and logistical planning
5. **Referees** – at least two professional referees relevant to recent event coordination work
6. **Indicative Budget or Fee Proposal** (not binding at EOI stage, but to inform planning)

### **Assessment Criteria**

Submissions will be assessed based on the following criteria:

- Relevant experience and proven capability
- Understanding of the local context and community
- Creative and strategic approach

- Strong communication and stakeholder management skills
- Price
- Capacity to deliver over the period of the contract

### **Lodgement Details**

Please submit your EOI by 24 July 2025 the application form:

### **Timeline**

<b>Milestone</b>	<b>Date</b>
EOI Released	9/7/2025
EOI Closes	24/7/2025
Shortlisting & Interviews	28/7/2025
Appointment of Coordinator	4/8/2025

### **Further Information**

For questions or issues, please contact:

#### **Jocelyn Box**

Community Development Officer

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