

## ASSISTANT PROJECT COORDINATORS - ACCESS | AQ CAPACITY BUILDING

### About Us

Queensland's premier arts festival, Brisbane Festival heralds the promise of play and celebration as it lights up the city each September in a blaze of colour.

We create extraordinary art and take up residence throughout the river city, atop iconic landmarks and deep into the suburbs. We host captivating live performances and installations from home and across the world. Our Festival reflects the diverse communities that give Brisbane its unique voice. We invite audiences to Be Bold with us, to expect art unexpected with open hearts and minds; to be entertained, inspired, and amazed.

Brisbane Festival acknowledges this country's First Nations people and with their leadership and guidance, we celebrate that deep cultural legacy. We create a rich multi-arts program made by and with our local Aboriginal and Torres Strait Islander communities.

Our artists, people and partners are ambitious and agile dreamers who make the impossible possible through passion, hard work, and care.

### Position Summary

Brisbane Festival are recruiting two (2) Assistant Project Coordinators to join the Brisbane Festival Production and/or Programming team, working on planning and delivery of the 2025 Brisbane Festival program across a range of sites, venues and contexts. The Assistant Project Coordinators will report to the relevant Creative Producers and Associate Producers and gain practical experience in the production of in-theatre works.

### **d/Deaf, disabled or neurodivergent persons are encouraged to apply.**

The Assistant Project Coordinators will work within the Brisbane Festival Programming team across various productions in programming and/or production roles.

These positions are part of the Brisbane Festival capacity building program, supported by the Queensland Government through Arts Queensland, that provides paid opportunities for emerging arts workers to develop their skills alongside leading artists and arts workers. Additional information about the rate of pay can be provided upon request – please contact Brisbane Festival directly with further questions.

These roles will commence in mid-late July, 2-3 days per week – up to 8hrs per day. This will increase to 3-4 days per week in August and September. Total days and hours worked per week will be negotiated with the successful candidate.

## Reporting

Reports to: Creative Producer

Positions reporting to the role: n/a

## Communication

In respect to internal and external relations, the Assistant Project Coordinators will:

- Report to the Creative Producer,
- Liaise with the Programming team and appropriate other staff members to carry out the role,
- Liaise with relevant external stakeholders as required,
- Provide the Creative Producer with a weekly report of developments and activities. This may take place in writing or in the form of a meeting.

## Roles and Responsibilities

With support from the Creative Producer, the Assistant Project Coordinators will:

Support the Creative Producer and Associate Producer to successfully coordinate the planning and delivery of delegated program areas.

Assist with the accurate and timely coordination of delegated program areas, including:

- Support the coordination and delivery of specified events upon briefings from the Brisbane Festival team.
- Be a point of contact, collaborate with the team, undertake delegated tasks and function as a team during bump in/out, performances and dealing with for FOH staff, technical staff, volunteers and artists in a fast-paced environment.
- Manage changes to the event schedule and ensure consistent and coherent communication throughout the event delivery.
- An ability to implement unexpected changes and coordinate resources accordingly, while being in communication with Brisbane Festival Staff when substantial event changes need to be made.

- Report feedback to the Associate Producer and/or relevant staff member as required.
- Be conscious of and act accordingly to cultural sensitivities – you will be working across Brisbane with many communities, so this is a priority.
- Be on call and available for meetings as mutually agreed.
- Conduct other tasks as directed by the Creative Producers and Associate Producers, provided that such duties are within the limit of your skills and are of a fair and reasonable nature.

## Systems

In respect to systems use, the Assistant Project will:

- Utilise the organization-wide systems in accordance with policies and procedures provided.

## WHS

In respect to Workplace Health and Safety, the Assistant Project Coordinators will:

- Take an active role in effectively implementing Brisbane Festival's WHS policy.

## Relevant Experience

### Essential

1. A team player who is passionate about the arts, events and safety
2. A willingness to adapt to a proven system of production and technical practice
3. Work experience or studies relevant to production of arts events and festivals
4. Work experience or studies relevant to production of arts events and festivals with a proven track record in working with d/Deaf and disabled artists or on disability led projects.
5. Relevant experience in disability inclusions and accessibility.

## How To Apply

Please apply via our [online application form](#) only. Address your application to: Sanja Simić – Creative Producer. For enquiries contact: Laura McCabe - [laura@brisbanefestival.com.au](mailto:laura@brisbanefestival.com.au).

Please provide your CV including at least two referees, as well as a statement indicating how you meet the selection criteria listed. A cover letter is optional. Short-listed applicants should be available for interview after the application closing date. All applications are strictly confidential.

**APPLICATIONS CLOSE: 5:00pm on Monday 30 June 2025**

*Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other marginalised folks tend to only apply when they check every box. So, if you think you have what it takes, but don't necessarily meet every single point above, please still get in touch. We would love to have a chat and see if you could be a great fit.*

*Brisbane Festival is an equal opportunity employer committed to diversity in the workplace. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. Aboriginal and Torres Strait Islander People, LGBTQIA+, culturally and linguistically diverse applicants and people with a disability are encouraged to apply.*

## **Privacy**

The following is extracted from our Privacy Policy. If you wish to view the entire policy, please request a copy via the email address above.

### **3.3. Information for job applicants (including volunteers)**

#### **3.3.1. Collection of your personal information**

If you are applying for a job with us, you may be required to provide us with certain personal information, including your:

Name; Residential address; Postal address; Telephone numbers; Email address; Employment history; Educational background.

in person, over the telephone, by fax or email, as part of, or in relation to, your job application.

In considering your information, we may also collect information about you from the referees you nominate in your application.

#### **3.3.2. Use of your personal information**

We will only use your personal information for the purposes of considering your application and, if successful, your employment.

#### **3.3.3. Disclosure of personal information**

In considering your application, it may be necessary for us to disclose some of your personal information to third parties to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.