

ADMINISTRATION COORDINATOR

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

The Administration Coordinator supports the effective day-to-day operation of Brisbane Festival's office and provides structured administrative support to the Administration Manager, Chief Executive Officer and Artistic Director.

Reporting to the Administration Manager, this role is primarily responsible for office coordination, systems and administrative processes, while also assisting with executive scheduling, documentation, and logistics.

As the first point of contact for visitors and general enquiries, the role plays an important part in maintaining a professional and welcoming office environment. The position is suited to an early-career administrator looking to build experience in a fast-paced, creative organisation.

This role offers an excellent foundation for someone with the patience and talent to learn the business deeply, with the potential for future pathways within the organisation.

Reporting

Reports to: Administration Manager

Positions reporting to the role: n/a

Communication

In respect to internal and external relations the Administration Coordinator will:

- Report to the Administration Manager
- Provide proactive administrative support to the Administration Manager, ensuring priorities are met and communications are clear and timely.
- Collaborate with members of the Leadership Team and staff across all departments to ensure smooth office operations and provide timely, accurate information to the Executive.

Roles and Responsibilities

An enthusiastic administrator, you will be the face of the festival at reception, keep our fast-paced office humming and provide dynamic, action-based support.

Office & Administrative Coordination

- Support the Administration Manager in the day-to-day operation of the office
- Maintain office systems, templates, records and documentation
- Coordinate meeting room bookings, internal schedules and workspace organisation
- Monitor office supplies and coordinate ordering
- Assist with onboarding logistics and general team administration

Reception & Front-of-House

- Act as the first point of contact for visitors, calls and general enquiries
- Maintain a professional and welcoming reception environment
- Manage shared inboxes and triage enquiries appropriately
- Assist with general public enquiries, including directing ticketing queries

Administrative Support

- Prepare, format and update documents, templates and internal communications
- Maintain databases, contact lists and internal systems
- Process invoices, reimbursements and petty cash in line with procedures

- Provide administrative support across teams during peak periods

Executive Support

- Under the guidance of the Administration Manager:
- Assist with coordinating calendars for the CEO and Artistic Director, including scheduling meetings and managing invitations
- Prepare and format meeting materials, presentations, agendas and supporting documentation
- Support travel coordination, including bookings and itinerary preparation
- Assist the Administration Manager to record and track basic action items arising from meetings as directed
- Maintain orderly filing systems and records for executive documentation

Festival & Event Support

- Assist with administrative and operational requirements during Festival delivery
- Support internal meetings, workshops and team coordination
- Provide general administrative assistance for events and stakeholder functions

About You

You are a capable and organised administrator with a proactive approach and strong attention to detail. You enjoy supporting a team, managing competing priorities, and contributing to a well-run office environment.

You are developing confidence in handling administrative tasks that support senior staff, while remaining comfortable working within clear processes and guidance. You are eager to learn and build your experience in the arts or events sector.

This is an opportunity to build your administrative career within one of Australia's leading arts festivals. You'll gain hands-on experience across office operations, systems, and executive support, while working with a collaborative and passionate team.

Selection Criteria

Essential

- 2–3 years' experience in an administrative or coordination role
- Strong organisational and time management skills
- High attention to detail and accuracy
- Clear and professional written and verbal communication
- Ability to follow processes and maintain confidentiality
- Proficiency in Microsoft Office and ability to learn new systems

Desirable

- Experience in arts, events or festival environments
- Familiarity with database or CRM systems (e.g. Airtable or similar)

How To Apply

Please apply via our [online application form](#) only. Address your application to: Justine Robins – Administration Manager. For enquiries contact: Justine Robins - justine@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. Short-listed applicants should be available for interview after the application closing date. All applications are strictly confidential.

APPLICATIONS CLOSE: 5:00pm on Tuesday 7 April 2026

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.