

Airtable Developer

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, taking 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 Airtable Developer is responsible for designing, building, and maintaining advanced Airtable solutions that drive operational excellence across Brisbane Festival. This role is central to the development and continuous improvement of our digital infrastructure, with a strong focus on database architecture, workflow automation, and system integrations. The Airtable Developer collaborates across departments to deliver scalable, user-friendly solutions that support project management, scheduling, asset tracking, and cross-team collaboration. Reporting to the Administration Manager, this role is a key technical resource for the organisation.

Whilst our preference is for a Brisbane based employee, we are willing to consider applications from candidates who wish to work remotely.

This is a part-time position, with variable days across the year, reflective of the Festival's cycles.

Reporting

Reports to: Administration Manager

Positions reporting to role: n/a

Communication

In respect to internal and external relations, the Systems Coordinator will:

- Report to the Administration Manager;
- Liaise with internal teams including Marketing, Production, Development, and other relevant staff to coordinate system requirements, workflows, and procedures that support Brisbane Festival operations and events;
- Liaise with Airtable integration partners and other external stakeholders to ensure systems are functioning effectively and securely;

Key Responsibilities

Airtable Development & Management

- Design, build, and optimise Airtable bases for project tracking, scheduling, asset management, automating workflows and data sharing, and other business needs.
- Develop and maintain custom views, filters, automations, and scripts to streamline workflows and improve data integrity.
- Integrate Airtable with other platforms (e.g., Softr, Fillout, Zapier, Docupilot, miniExtensions, Sendgrid, Twilio) to enable seamless data flow and process automation.
- Provide technical leadership and support to ensure Airtable is used effectively across all departments.
- Create and maintain comprehensive documentation and user guides for Airtable solutions.

Systems Integration & Automation

- Build and improve integrations between Airtable and other business systems to support end-to-end digital workflows.
- Identify opportunities for automation and implement solutions to reduce manual effort and increase efficiency.

Data Management & Reporting

- Support data entry, validation, and reporting functions within Airtable and related systems.
- Develop dashboards and reports to provide actionable insights for decision-making.
- Train staff on best practices for data management and reporting.

Continuous Improvement

- Work with stakeholders to understand operational needs and translate them into technical requirements.
- Monitor system performance and user feedback to recommend and implement enhancements.
- Stay current with Airtable and integration platform updates, leveraging new features to benefit the organisation.

Systems

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

WHS

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

Selection Criteria

Essential

- Advanced skills in developing and managing Airtable bases, automations, and integrations.
- Strong proficiency in scripting (e.g., Airtable Scripting, JavaScript) and using integration tools (e.g., Zapier, Softr).
- Experience with business systems, databases, or digital platforms in a technical or developer role.
- Ability to troubleshoot complex integration issues across Airtable and third-party systems.
- Excellent problem-solving, communication, and collaboration skills.
- High attention to detail and commitment to data accuracy.

Desirable

- Understanding of REST APIs, including authentication, requests, responses, and error handling.
- Familiarity with CRM or project management tools.
- Ability to read, interpret, and manipulate JSON data structures.
- Understanding of digital transformation and process improvement principles.
- Experience with platforms such as Fillout, Softr, Docupilot, miniExtensions, Sendgrid, and/or Twilio.

HOW TO APPLY:

Please apply via our [online application form](#) only. Address your application to: Justine Robins, Administration Director.

For enquiries contact: admin@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: 5pm - 30 June 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.