

PRODUCTION ASSISTANT

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

Working closely with the Production Coordinator, this role operates across the Technical and Programming departments, providing high-level administrative coordination and operational support. The position plays a key role in ensuring efficient cross-departmental workflows and delivery.

Responsibilities include coordinating First Aid training, managing production vehicle hire, event staffing contract administration and onboarding processes, ordering consumables (including radio requirements), and compiling resident notification correspondence.

This role is a fixed term contract, commencing at 0.6FTE from 4 May, 2026 before increasing to full-time (1.0FTE) until 16 October 2026.

Reporting

Reports to: Production Coordinator

Positions reporting to the role: N/A

Roles and Responsibilities

With support from the Production Coordinator, the Production Assistant will:

COMMUNICATION

- Report to and work under the guidance of the Production Coordinator;
- Liaise with the Technical Department and appropriate staff to carry out the role;
- Liaise with external stakeholders as required; and
- Provide regular updates to the Production Coordinator on developments and activities, either in written form or in meetings as required.

ROLES AND DUTIES

Department Administration and Coordination

- Provide high-level administrative support to the Programming and Technical departments, ensuring smooth communication and coordinated workflows.
- Support the Production Coordinator in overseeing the day-to-day operations of the Programming and Technical teams.
- Facilitate and minute relevant departmental meetings, ensuring actions are recorded and followed up in a timely manner.
- Maintain accurate and up-to-date filing of company correspondence and departmental documentation.
- Provide administrative support to the Program Director and Technical Director, including diary management, correspondence, travel and accommodation bookings, and expense processing.
- Provide support and guidance to Programming and Technical interns and secondments.
- Work with the Production Coordinator to allocate and manage delegated tasks to project staff in a timely and supportive manner.

Production Systems and Process Management

- Develop and maintain strong competency in Brisbane Festival production systems, including the Festival database, Airtable and Office 365 platforms.
- Support Programming and Technical staff in effectively operating and administering production systems.
- Maintain and manage Programming and Technical department filing systems, contracts and insurance registers.
- Update and maintain the Production Timeline, clearly communicating key deadlines and milestones to relevant staff.

Program Planning and Operational Support

- Support the Programming and Technical teams in coordinating key processes for the planning and delivery of the annual Brisbane Festival program.
- Compile and manage consumables orders, including radios, vehicles, first aid kits and other operational requirements for the festival period.
- Coordinate the preparation and distribution of resident letters in collaboration with Programming and Technical teams.
- Liaise with Producers to coordinate OneMusic licensing requirements.
- Support the Technical Director in the completion, collation and submission of Event Management Plans and relevant permits to stakeholders.
- Coordinate with the Logistics Coordinator and delegated staff to ensure timely delivery of accreditation, uniforms, water, consumables, artist acknowledgements and other logistical requirements, maintaining accurate budget tracking.
- Manage and delegate data collection processes to ensure accurate reporting of Key Performance Indicators in consultation with the Finance Director.
- Confirm reporting requirements with the Program Director and Technical Director for production, performance and site reports, providing clear and timely guidance to staff.
- Work collaboratively with Marketing and Development teams to collate programming information and liaise with Producers and Technical Managers as required.

Financial and Budget Administration

- Support Producers and Technical Managers in managing project budgets using Excel budget templates.
- Assist with processing purchases through Xero, MYOB and Approval Max, ensuring correct filing of supplier quotes, purchase orders and invoices.
- Maintain accurate financial records and documentation in accordance with Festival procedures.

Systems

In respect to systems use, the Production Assistant will:

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

WHS

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

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

RELEVANT EXPERIENCE

Essential

Demonstrated administrative experience within events, arts or production environments

Proven experience providing high-level administrative support within a live events, festival, performing arts or comparable project-based environment.

Strong organisational and time management skills

Demonstrated ability to manage multiple tasks and competing deadlines, maintain accurate records, and support concurrent projects in a fast-paced environment.

Proficiency in production and office systems

Experience using database, project management or office software systems (such as Airtable, Microsoft Office 365 and similar platforms), with the ability to quickly learn new systems and processes.

Clear and professional communication skills

Well-developed written and verbal communication skills, including the ability to liaise effectively with Producers, Technical Managers, suppliers and internal stakeholders.

Financial and budget administration capability

Experience supporting budget tracking, purchase orders, invoice processing and financial record-keeping, with strong attention to detail.

Ability to work collaboratively and follow direction

Demonstrated capacity to work effectively within a team environment, take direction from senior staff, and contribute positively to shared project outcomes.

Knowledge of WHS in event or production contexts

Understanding of Work Health and Safety principles relevant to live events or office environments, and the ability to support safe work practices.

Desirable

Experience working within a festival or multi-site event environment.

Qualification in arts, event or production management, business administration, or equivalent relevant experience.

Open C Class Driver's License

How To Apply

Please apply via our [online application form](#) only. Address your application to: Darcy Boyd – Production Coordinator. For enquiries contact: Darcy Boyd - darcy.boyd@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: 6:00pm on Wednesday 25 March 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.

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.