

SIGNAGE AND SITE DESIGN 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 Signage and Site-Design Coordinator is a key role within the Programming Department, with aspects that span across both the Marketing and Technical Departments. Responsible for planning and delivering the Brisbane Festival signage requirements in collaboration with Producers and the Brand Manager, this role coordinates the timely planning, collation, fabrication and installation of all signage needs for various locations across the Festival.

In addition, this role supports the Site Designer in managing, tracking and reconciling the site design budget and fabricating and sourcing any printed elements that form part of the site design, like bunting, fabric panels, vinyl etc. This role requires a high level of attention to detail, fastidious budget management and reconciliation, time management, responsibility and a passion for excellence in the arts.

This is a fixed term contract commencing at 0.2FTE (one day per week) from 11 May 2026, before increasing to 0.6FTE (three days per week) from 25 May 2026, before increasing again to full-time from 22 June until the end of the contract in October 2026.

Reporting

Reports to: Program Director

Positions reporting to the role: Nil

Communication

In respect to internal and external relations, the Signage and Site Design Coordinator will:

- Report to the Program Director;
- Liaise with the Programming and Technical Departments and appropriate other staff members to carry out the role;
- Liaise with relevant external stakeholders as required; and

- Provide the Program Director with a weekly report on developments and activities, either in written form or in the form of a meeting.

Roles and Responsibilities

Signage Planning and Coordination

- Coordinate the planning and delivery of all Brisbane Festival signage requirements in consultation with the Program Director, Site Designer, and Brand & Content Manager.
- Manage marketing, event, and directional signage requirements across all Festival sites and venues, ensuring consistency with brand guidelines and operational needs.
- Liaise with signage suppliers, fabrication partners, and installation crews to coordinate production, delivery, installation, maintenance, and removal of signage.
- Manage all incoming and outgoing signage information, ensuring accuracy, version control, and timely communication across departments.

Stakeholder and Partnership Liaison

- Work closely with the Marketing, Technical, Programming, and Development teams to ensure signage requirements are clearly scoped, scheduled, and delivered.
- Liaise with Partnerships to coordinate sponsor and stakeholder signage requirements, ensuring alignment with contractual obligations and onsite activation needs.
- Coordinate with the Festival's creative agency to manage artwork development, approvals, and production timelines.
- Prepare and distribute accurate signage documentation through appropriate organisational systems to support implementation by relevant teams.

Budget Management and Financial Administration

- Assist in managing marketing and production budgets relating to signage fabrication and installation.
- Support the Site Designer in tracking, monitoring, and reconciling the site design budget, ensuring accurate reporting and cost control.
- Undertake weekly reconciliations of site design budget.
- Prepare and finalise contracts and purchase orders in a timely and accurate manner in accordance with organisational procedures.
- Maintain detailed financial records and provide updates on forecast changes or expenditure variances as required.
- Provide a final financial reconciliation for site design budget post-festival.

Site Design Fabrication and Printed Elements

- Support the Site Designer in sourcing, fabricating, and delivering printed and decorative elements forming part of the site design, including bunting, fabric panels, vinyl applications, and other branded materials.
- Coordinate supplier engagement to ensure high-quality production outcomes within agreed timelines and budget parameters.
- Ensure all fabricated elements meet design intent, brand standards, and site specifications.

Scheduling, Systems and Compliance

- Develop and manage production schedules in collaboration with the Brand and Content Manager, Program Director, Marketing Manager, Site Designer, and other relevant staff.
- Use organisational databases and reporting systems to track signage assets, production workflows, approvals, and installations.
- Ensure signage production and installation processes comply with relevant industrial, safety, and award conditions to maintain a safe working environment.
- Where required, design signage elements using in-house design software in accordance with Festival brand guidelines.

Operational Delivery and Continuous Improvement

- Support onsite installation and operational management of signage across Festival locations.
- Monitor signage condition and presentation during the Festival period, coordinating maintenance or replacements as required.
- Identify opportunities to improve signage systems, workflows, and efficiencies to enhance delivery outcomes across future Festivals.
- Provide a final report on Site Design and Signage delivery post-festival.

Systems

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

WHS

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

Relevant Experience

Essential

1. Demonstrated experience in signage, site design, or event production

Proven industry experience in signage coordination, site design, print production, or a closely related role, with responsibility for managing fabrication, suppliers, and installation processes.

2. Minimum three years' experience in a comparable role

At least three years' professional experience delivering signage or design-related outcomes within an events, festival, production, or live environment context.

3. Experience within a festival or live event environment

Practical understanding of the operational timelines, multi-site coordination, and cross-department collaboration required in large-scale events or cultural festivals.

4. Strong project management and deadline management capability

Demonstrated ability to manage multiple concurrent projects, meet strict deadlines, and maintain exceptional attention to detail while working under pressure in fast-paced environments.

5. Systems proficiency and administrative capability

Proven ability to quickly learn and confidently utilise new systems, software platforms, and administrative tools to manage workflows, documentation, approvals, and reporting requirements.

6. Budget management and financial reconciliation experience

High level of competency in tracking, managing, and reconciling budgets, including preparing purchase orders, monitoring expenditure, forecasting costs, and maintaining accurate financial records.

7. Strong understanding of design principles and print production terminology

Excellent knowledge of design fundamentals, print specifications, materials, and production processes, with the ability to clearly communicate technical requirements between creative teams, suppliers, and operational stakeholders.

8. Ability to work collaboratively with minimal supervision

Demonstrated capacity to work effectively within and across operational teams, exercising

initiative, accountability, and sound judgement while managing competing priorities independently.

Desirable

1. Proficiency in Adobe InDesign or similar design software.
2. Knowledge of signage manufacturing methods and materials.
3. Experience in wide-format digital print and pre-press processes.
4. Understanding of audience experience and wayfinding principles.
5. Experience in signage installation and onsite delivery.

How To Apply

Please apply via our [online application form](#) only. Address your application to: Genevieve Trace – Program Manager. For enquiries contact: productionadmin@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 will remain open until 5:00PM ON TUESDAY 21 APRIL 2026, unless the positions are filled prior.

Early applications are encouraged. Applications are strictly confidential.

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.