

SITE DESIGN ASSISTANT | AQ CAPACITY BUILDING (2025)

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 is recruiting for a Site Design Assistant to join the Brisbane Festival Production team, working on planning and delivery of the 2025 Brisbane Festival program.

The Site Design Assistant will report to the Site Designer and gain practical experience in the production on a large-scale international work in the 2025 Brisbane Festival program.

This position is a 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.

The roles will commence early-mid July. The period of engagement will be negotiated with the successful candidate.

Reporting

Reports to: Site Designer

Positions reporting to the role: n/a

Communication

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

- Report to the Site Designer,
- Liaise with the Programming team and appropriate other staff members to carry out the role,
- Liaise with relevant external stakeholders as required,
- Provide the Site Designer 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 Site Designer, the Site Design Assistant will:

Specific roles and duties will be tailored to the applicant, in consultation with their supervisor, but may include:

- Delivering fabrication of production items as per provided plans and renders;
- Installing and dismantling Site Design elements at locations as directed;
- Following direction from the Site Designer, Site Design Supervisors and BF Technical and Production team;
- Monitoring and ensuring effective, safe and efficient operation of storage and site facilities;
- Reporting to the Site Designer with daily briefs and updates on progress;
- Interfacing with all Brisbane Festival departments on the scheduling of activities in the designated productions/ events;
- Ensuring operational Work Health and Safety requirements are maintained in your work areas;
- Any other duties as directed by the Site Designer and Program Director, provided that such duties are within the limit of your skills and of a fair and reasonable nature.

Systems

In respect to systems use, the Site Design Assistant will:

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

WHS

In respect to Workplace Health and Safety, the Site Design Assistant 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 fast learner willing to adapt to a proven system of production and technical practice
3. Knowledge of industry trends, technology and best practice
4. Work experience or studies relevant to site design of arts events and festivals

How To Apply

Please apply via our [online application form](#) only. Address your application to: Josh McIntosh – Site Designer. For enquiries contact: Laura McCabe – 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.