

DEVELOPMENT ADMINISTRATOR

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 Development Administrator is a key member of the Development team, serving Brisbane Festival's fundraising portfolios of Partnerships and Philanthropy. Brisbane Festival has about 60 partners across all sectors and over 200 donors to the Giving Program. The Development Administrator plays a central support role for the team, responsible for administration, internal and external communications, contracted deliverables, events, corporate entertaining and reporting.

About You

You are an organised and detail-oriented professional who thrives in fast-paced environments and enjoys supporting dynamic teams. With exceptional written and verbal communication skills, you work collaboratively with colleagues and stakeholders to deliver outstanding outcomes while following established systems, processes, and protocols.

You have strong administrative capabilities, including experience with systems, data management, and financial processes, and you take pride in maintaining accuracy and confidentiality. Your creativity shines through in preparing marketing collateral and electronic communications, while your planning skills ensure successful coordination of events and donor engagement activities.

Ideally, you bring experience in development or arts administration and are passionate about contributing to Australia's premier arts festival. You are proactive, adaptable, and committed to strengthening partnerships and philanthropy through teamwork, professionalism, and attention to detail.

Reporting

Reports to: Director of Partnerships and Philanthropy

Positions reporting to the role: n/a

Roles and Responsibilities

In respect to internal and external relations the Development Administrator will:

- Report to the Director of Partnerships and Philanthropy,
- Liaise with the Development team and appropriate Brisbane Festival staff members to carry out the role;
- Liaise with external stakeholders as required;
- Provide the Director of Partnerships & Philanthropy with a weekly report of developments and activities. This may take place in writing or in the form of a meeting.
- Working within current brand guidelines and templates, create and distribute electronic communications including invitations, EDMs, articles, and other forms of marketing collateral.
- Ensure that donors and partners are included in general Brisbane Festival communications;
- Assist with drafting marketing materials and collateral that relates to Development activities, including preparation of design briefs, invitation templates and other communications.

Administration and Data Management

- Ensure Brisbane Festival systems and processes are utilised and followed appropriately;
- Apply exemplary processes regarding invoicing, receipting and acknowledgement of donors and partners;
- Maintain accurate Giving Program and Partnership records in the appropriate database and other business systems;
- Undertake effective administration of all initiatives and deliverables by maintaining up to date files and records;
- Ensure strict confidentiality and discretion at all times, including understanding and implementing data privacy requirements;
- Contribute towards Development reporting as required;
- Liaise with the Administration team to develop and improve practices in relation to data management and functionality.

Financial Management

- Accurately track expenses, invoices, reimbursements and purchase orders by maintaining Development expenditure records;
 - Work within budget parameters for each Development event across the calendar year.
- Research

- Research fundraising opportunities for Brisbane Festival. This may include online research, attending industry events and corresponding with trusts, foundations, donors or sponsors.
- Maintain a current register of foundations and grant information including eligibility requirements and dates for funding applications.

Functions and events

- Plan and coordinate of a range of Development events throughout the year;
- Manage event invitations, replies, and ticketing using appropriate internal systems;
- Oversee Development activities within time and budget constraints;
- Attend Development events and assist with the hosting of donors, partners, artists and guests at Brisbane Festival.
- Represent the Development team at events and meetings.

Systems

In respect to systems use, the Development Administrator will:

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

WHS

In respect to Workplace Health and Safety, the Development Administrator will:

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

Relevant Experience

Essential:

1. Thrives in a fast pace, high-volume environment.
2. Exemplary written and verbal communications skills.
3. Exceptional attention to detail.
4. Ability to create, author and generate marketing collateral.
5. Professional presentation in person, online and on the phone.
6. Excellent computer literacy, including database skills and experience with MS Office suite.

Desirable:

1. Tertiary qualifications in arts administration, event or festival management.
2. Experience in a development role and/or an arts organisation.
3. Recent success in grant applications or business development proposals.
4. Demonstrated use of a CRM system

Apply Now

Visit brisbanefestival.com.au/jobs to download the Position Description and submit your application. Applications close at **5pm on Friday 28 November 2025**. Applications are strictly confidential. For a confidential discussion regarding the role, please contact: Fabienne Cooke – Director of Partnerships and Philanthropy on fabienne@brisbanefestival.com.au

Your application should include:

- A cover letter addressing the selection criteria and your suitability for the role
- A current curriculum vitae
- Professional referees

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.