

PRODUCTION COORDINATOR (MATERNITY LEAVE COVER)

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 Production Coordinator (Maternity Leave Cover) role supports the Program Director and Technical Director in coordinating their departments, including developing systems and processes, providing high level training and administrative support, and managing Festival logistics requirements to ensure efficient delivery of productions, programs, and events.

The role will commence on Tuesday 27 January 2026 and end Friday 16 October 2026.

REPORTING

Reports to: Program Manager

Works under the guidance of: Program Director, Technical Director, and Program Manager.

Positions reporting to role: Production Administrator

COMMUNICATION

In respect to internal and external relations the Production Coordinator (Maternity Leave Cover) will:

- Reports to the Program Manager for supervision;
- Work under the guidance of the Program Director and Technical Director;
- Liaise with the Programming Department and appropriate staff members to carry out your role;
- Provide the Program Director and Technical Director with a weekly report of developments and activities. This may take place in writing or in the form of a meeting;
- Liaise with other Department such as Finance, Marketing, Development and Administration to carry out your role;
- Liaise with external stakeholders as required

ROLES AND DUTIES

Operations and Departments Administration

- Provide a high level of support to the Program Director and Technical Director in coordinating the Program and Technical Departments.
- Provide administrative support to the Program Director and Technical Director including organisation of diary, maintenance of correspondence, booking travel, accommodation and travel expenses.
- Assist the Program Director and Technical Director to oversee the smooth running and operations of the Programming and Technical departments and the support of the departments' staff including recruitment, onboarding, training, and offboarding procedures
- Oversee the development and maintenance of training manuals, and ongoing support/training to Programming and Technical staff.
- Manage the maintenance of Programming and Technical Department filing systems and contracts and insurance registers.
- Coordinate the annual Programming and Technical department timeline in consultation with the Program Director and Technical Director and act as the central point of communication for all Programming and Technical department timelines.
- Agenda and minute all relevant Programming and Technical department meetings as required.
- Support the Program Manager and Technical Director in the processes for recruiting, contracting, and onboarding Festival event staff and technical staff in consultation with the Programming and Technical Departments.
- Managing the recruitment and onboarding of Programming and Technical Department interns in consultation with the Administration Department.
- Manage incoming / outgoing information relating to the Programming and Technical Departments, including filing show proposals, drafting support letters,

- compiling reporting information, and assisting with grant acquittals as required.
- Support the Program Manager in maintaining up to date contracts, and coordinate the administration of production department contracts through the use of current systems under the guidance of the Program Manager.
- Draft, manage and reconcile the Program Admin and Tech Admin budgets, providing accurate and timely updates to the Program Director and Technical Director, including explanation of any forecast changes to expenditure.
- Undertake financial approvals in Festival systems in line with financial delegation.
- Working collaboratively with the Marketing Department, support the Programming Department in the collection and coordinator of marketing assets with programmed artists in the development of Festival marketing collateral.
- Work collaboratively with all Brisbane Festival staff.

Project and Event Administration

- Work with the Production Administrator to coordinate key projects and administrative process for the Programming and Technical Departments, to ensure efficient delivery of productions, programs and events.
- Assist the Program Director and Program Manager in managing all venue bookings for Brisbane Festival, keeping an accurate record of venue booking dates and key venue information.
- Support the Programming Department in maintaining key programming information including the Program Summary, Airtable Production List, Planning & Research and Program folder structures in Sharepoint.
- Support the Program Director and work closely with the Programming and Technical Departments to ensure timely and accurate budget management, including training the team members to use festival budgeting templates and systems, and assisting in drafting, reporting, and reconciling.
- Provide support to the Producers with coordination of project elements such as international visas, Auslan interpreter and Audio Description bookings, OneMusic APRA and PPCA licencing, and other tasks as required.
- Collect, collate, and maintain accurate program data and statistics for reporting to government agencies, private funders, and internal stakeholders, this includes training all Producers and Associate Producers on data collection processes including show reports.

Systems

- Develop and maintain a high degree of competency in operating and administering Airtable (Brisbane Festival's database), Office 365 programs and tools, and oversee information management for the Programming and Technical Departments.
- Utilise the organisation-wide systems in accordance with policies and procedures provided.

Logistics

- Work closely with the Logistics Coordinator to oversee the delivery of Festival logistics requirements, in consultation with the Program Director and Technical Director.
- Draft the logistics budget and oversee the Logistics Coordinator in the budget management and reconciliation, providing accurate and timely updates to the Program Manager including explanation of any forecast changes to expenditure.
- Oversee the coordination of accommodation requirements including working with Development to identify hotel sponsor opportunities, liaising with sponsors and other accommodation providers to manage holds and bookings, and compiling booking information for producers and artists.
- Under the guidance of the Program Manager, communicate appropriate deadlines, train the Programming and Technical Departments in the ordering/booking of logistics requirements and resources, and provide regular updates on the timeline for logistics requirements.

Workplace Health and Safety

- Support the Technical Director in overseeing the delivery of key WHS operations requirements, including developing, maintaining, and training the team in systems for Event Management Plans, Production Reports, Online Induction and Incident Reports, and other key WHS documentation.
- Take an active role in effectively implementing Brisbane Festival's WHS policy.

SELECTION CRITERIA

Essential

1. A team player who is passionate about arts and events, and good systems and processes.
2. A high level of proficiency in Airtable, or the ability to attain such proficiency quickly, is a must. This includes the ability to design and manage databases, create custom views and fields, build relational links between tables, and implement automation rules.
3. 3+ years' experience in arts administration and a familiarity with event operations and logistical requirements.
4. Excellent interpersonal, written and verbal skills with demonstrated ability to develop and manage strong relationships.
5. High attention to detail and time management skills to determine priorities and meeting deadlines in a fast paced and dynamic working environment.

Desirable

1. Experience in a festival environment.
2. Queensland Drivers Licence.

HOW TO APPLY

Please apply via our [online application form](#) only.

Address your application to: Bella Ford – Program Director.

For enquiries contact: productionadmin@brisbanefestival.com.au

Please provide your CV including at least two referees, as well as a maximum 2-page statement indicating how you meet the selection criteria listed. A cover letter is optional.

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.

APPLICATIONS will remain open until 5pm Wednesday 14 January 2026, unless the role is filled prior.

Brisbane Festival encourages early applications as candidates will be interviewed on a rolling basis.

All applications are strictly confidential.

Please note that the Brisbane Festival office will be closed from 13 December 2025 to 12 January 2026 inclusive for the holiday period.

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.

2.3 Information for job applicants (including volunteers)

2.3.1 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.

2.3.2 Use of your personal information

We will only use your personal information for the purposes of considering your application and, if successful, your employment.

2.3.3 Disclosure of personal information

In considering your application, it may be necessary for us to disclose some of your personal information to third parties in order to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.