

# BRISBANE FESTIVAL

## **Logistics Coordinator (2024)**

### **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 Logistics Coordinator supports the Programming and Technical Departments, to manage the Festival logistics requirements and ensure efficient delivery of productions, programs, and events, in collaboration with the Production Coordinator and Production Administrator. The Logistics Coordinator is responsible for planning, procuring, and delivering logistics resources, coordinating all accommodation and ground transport requirements, and providing flexible, practical, and proactive solutions to support the delivery of the 2024 Brisbane Festival program.

The role will commence end of May 2024 on a full-time 19 week contract.

### **Reporting**

Reports to: Production Coordinator, Head of Programming

Positions reporting to role:

### **Communication**

In respect to internal and external relations the Logistics Coordinator will:

- Liaise with the Programming team and appropriate staff members to carry out your role;
- Liaise with external stakeholders as required;
- Provide the Production Coordinator with a weekly report of developments and activities. This may take place in writing or in the form of a meeting.

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## **Roles and Duties**

### **Coordinate key production logistics processes as part of the planning and delivery of the annual Brisbane Festival program:**

- Work collaboratively with the Production Coordinator and Production Administrator to provide a high level of logistical support to the Program and Technical Departments
- Work with the Production Coordinator and Production Administrator to manage logistics ordering and scheduling processes using Brisbane Festival's database system, Airtable. Monitor orders and provide timely instructions and training to staff in the order process
- Work with the Production Coordinator to update the Production Timeline with deadlines relating to logistics deliverables, and clearly communicate key deadlines to the Programming and Technical teams in a timely and supportive manner
- Collate artist accommodation requirements as advised by Producers and liaise with Festival accommodation suppliers to ensure clear and timely communication of rooming lists, with a high attention to detail
- Collate ground transport requirements as advised by Producers and liaise with Ground Transport providers to manage a high volume of artist transfers during the Festival
- Research potential suppliers for logistics deliverables (e.g. accreditation, t-shirts, hats, water bottles, green room supplies, and artist gifts), including products options, manufacturing timelines, sustainability, and costs
- Coordinate with staff and suppliers to ensure timely delivery of logistical deliverables during bump in and Festival delivery
- Work with the Production Coordinator and the Producers to ensure flight, accommodation, and ground transport schedules are maintained and clearly communicated with relevant staff
- Draft, manage and reconcile the Logistics budget, providing accurate and timely updates to the Executive Producer including explanation of any forecast changes to expenditure
- Develop and maintain a high degree of competency in operating and administering Airtable (Brisbane Festival's database) and Office 365 programs and tools, and oversee management of Logistics information for the Programming and Technical teams

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- Identify unmet logistical needs or opportunities to improve operational efficiency of the Programming and Technical departments during Festival bump in and delivery
- Provide day to day on-ground assistance to the Programming and Technical teams during Festival bump-in and delivery, including travelling to and from Festival sites and venues, and the Festival store, to make deliveries, solves adhoc logistical problems, and respond to urgent requests
- Any other duties as directed by the Executive Producers or the Production Coordinator provided that such duties are within the limit of the employee's skills and are of a fair and reasonable nature

## **Systems**

- Utilise the organisation-wide systems in accordance with policies and procedures provided;

## **WHS**

- 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. 2+ years experience in arts administration and a familiarity with event operations and logistical requirements
3. Experience using database or project management software to manage complex processes with a demonstrated ability to learn new IT skills quickly
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
6. Open Queensland Drivers License

### Desirable

1. Experience developing systems and processes in Airtable
2. Experience in a Festival environment

## **HOW TO APPLY**

Please apply via our [online application form](#) only. Address your application to: Bella Ford and Min Collie-Holmes. For enquiries contact: [laura@brisbanefestival.com.au](mailto:laura@brisbanefestival.com.au).

Please provide your CV including at least two referees, as well as a statement

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indicating how you meet the selection criteria listed. A cover letter is optional.

Short-listed applicants should be available for interview from Wednesday 8 May 2024. All applications are strictly confidential.

***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 CLOSE 5PM Tuesday 7 May 2024 .**

## 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 in order to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.