

BRISBANE FESTIVAL

Production 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, 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

Working with the Production Coordinator, this is a key role that sits across the Technical and Programming departments providing strong administrative support.

This role will commence Monday 17 June for an 18 week contract, finishing up week ending Friday 18 October.

Reporting

Reports to: Production Coordinator

Positions reporting to role: Event Staff, Interns

Communication

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

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

Roles and Duties

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1. Provide high standards of administration to support Programming and Technical department staff and ensure smooth department communication

- Support the Production Coordinator to oversee the smooth running and operations of the Programming and Technical departments and the support of the departments' staff
- Develop and maintain a high degree of competency in operating and administering production systems including Brisbane Festival database software, Airtable, and Office 365 programs and tools
- Work with the Production Coordinator to provide support to Programming and Technical staff in operating production systems
- Work with the Production Coordinator to set and manage delegated tasks to project staff in a timely and supportive manner
- Maintain up-to-date filing of all company correspondence
- Facilitate and minute relevant Programming and Technical department meetings as required
- Provide administrative support to the Head of Programming and Technical Director where required including organization of diary, maintenance of correspondence, booking travel, accommodation, and travel expenses
- Provide support to the programming and technical interns and secondments

2. Support the Program and Technical teams in the coordination of key processes in the planning and delivery of the annual Brisbane Festival program, by assisting the Production Coordinator to;

- Update the Production Timeline, and clearly communicating key deadlines to the Programming and Technical teams
- Liaise with Producers and coordinate OneMusic licensing requirements
- Support the Technical Director to complete, collate, and submit Event Management Plans and permits to key stakeholders
- Coordinate with the Logistics Coordinator and delegated staff to ensure timely delivery of logistical requirements (including accreditation, radios, t-shirts, water, consumables, first aid kits, and artist acknowledgments), with accurate budget maintenance
- Manage and delegate Data Collection responsibilities to accurately reflect Key Performance Indicators, in consultation with the Finance Director
- Work with the Head of Programming and Technical Director to confirm reporting requirements, for production, performance, and site reports, and provide supportive and timely instructions to the Programming and Technical teams.
- Work collaboratively with the Marketing and Development teams to collate programming information and liaise with Producers and Technical Managers
- Manage the maintenance of Programming and Technical department filing systems and contracts and insurance registers
- Provide support to Producers and Technical Managers in managing budgets in Excel budget templates and in the processing of purchases in Xero, MYOB, Approval Max and the correct filing of supplier quotes, purchase orders, and invoices

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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

Desirable

1. Experience developing systems and processes in Airtable
2. Experience in a Festival environment
3. Queensland Drivers Licence

HOW TO APPLY

Please apply via our [online application form](#) only. Address your application to: Bella Ford - Head of Programming - Major Brisbane Festivals Pty Ltd. For enquiries contact: 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 from week commencing Monday 20 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 Friday 17 May 2024 .

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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.