

# BRISBANE FESTIVAL

## Signage and Site Design Coordinator

### About us

Queensland's premier arts festival, Brisbane Festival lights up the city each September with extraordinary art, installations, and live performances from home and across the world. We are Boldly Brisbane — we reflect the diversity and unique voice of our river city. Our people make the impossible possible through passion, hard work, and care.

### The Position

The Signage and Site-Design Coordinator is a key role within the Production department, with aspects that span across both the Marketing and Production departments. Responsible for planning and delivering the Brisbane Festival signage requirements in collaboration with Producers and the Brand Manager, this role coordinates the timely planning, collation, fabrication and installation of all signage needs for various locations across the festival.

In addition, this role also supports the Site Designer in managing, tracking and reconciling the site design budget and fabricating and sourcing any printed elements that form part of the site design, like bunting, fabric panels, vinyl etc. This role requires a high level of attention to detail, fastidious budget management and reconciliation, time management, responsibility and a passion for excellence in the arts.

### Roles and Responsibilities

**In close consultation with the Head of Programming, the Site Designer and the Brand & Content Manager, coordinate the management of all aspects of the signage requirements for Brisbane Festival, including:**

- Managing marketing signage requirements for all events, including liaison with signage suppliers, creative agency and onsite installation and operation.
- Managing directional signage requirements for all events including liaison with signage suppliers and onsite installation and operation.
- Liaising with Partnerships to coordinate their signage requirements including onsite operations.
- Managing all incoming and outgoing information relating to signage.
- Preparing and coordinating all information necessary for implementation by technical, marketing, development, publicity, administration and finance teams through the appropriate systems.
  
- Ensuring all aspects of signage delivery comply with industrial and award conditions to ensure a safe working environment.
- The accurate and timely finalisation of contracts and purchase orders.
- Assisting with the management of marketing and production budgets relating to the production and installation of signage.
- Supporting the site designer with budget tracking and reconciliation processes.

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- Supporting the site designer in sourcing and fabrication of printed elements required for site design.
- Developing and managing production schedules with the Brand & Content Manager, Head of Programming, Marketing Manager, site designers and site design coordinators.
- Project management for artwork development via the creative agency.
- Use organisational database and reporting mechanism as required.
- Where applicable, design signage using in-house software.

## Relevant Experience

### Essential

1. Relevant industry experience in site design, signage, production or similar role.
2. Minimum three years' experience in an equivalent role.
3. Experience in an event or festival environment.
4. Capacity to work well under pressure and meet deadlines while demonstrating a high level of attention to detail to achieve quality results.
5. Ability to quickly learn and utilise new systems, software and administrative systems.
6. Experience and high competency in managing and reconciling budgets.
7. Excellent understanding of design principles and print terminology and the ability to effectively communicate details between internal and external stakeholders.
8. Ability to work in and across an operational team environment with minimal supervision.

### Desirable

1. Knowledge of Adobe InDesign and/or basic graphic design skills.
2. Knowledge of signage manufacturing methods & materials.
3. Experience with wide format digital print and pre-press.
4. An understanding of customer experience in a festival, event or hospitality environment, especially applicable to traffic flow, ease of access, wayfinding or similar.
5. Experience in installation of signage.

## Apply Now

Visit [brisbanefestival.com.au/jobs](https://brisbanefestival.com.au/jobs) to download the Position Description and submit your application. Applications close at **5PM on Tuesday 7 May**. Applications are strictly confidential.

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*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*

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*Brisbane's population. Aboriginal and Torres Strait Islander People, LGBTQIA+, culturally and linguistically diverse applicants and people with a disability are encouraged to apply.*

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