

BRISBANE FESTIVAL

Signage and Site Design Coordinator

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 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.

Reporting

Reports to: Head of Programming

Positions reporting to role: N/A

Communication

In respect to internal and external relations the Signage and Site Design Coordinator will:

- Report to the Head of Programming,
- Liaise with the Programming team and appropriate other staff members to carry out the role,
- Liaise with relevant external stakeholders as required,
- Provide the Head of Programming with 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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With support from the Head of Programming, the Signage and Site Design Coordinator will:

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.
- 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.

Systems

In respect to Systems use, the Signage and Site Design Coordinator will:

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

WHS

In respect to Workplace Health and Safety, the Signage and Site Design Coordinator will:

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

Selection Criteria

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

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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.

HOW TO APPLY

Please apply via our [online application form](#) only. Address your application to: Bella Ford – Head of Programming. 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 after the application closing date. All applications are strictly confidential.

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. Brisbane Festival supports talented arts practitioners regardless of experience. Apply if you believe you meet the criteria, even if you don't tick every box. We consider all applications. Research shows people often hesitate if they don't meet all criteria. Don't let that stop you – reach out. We'd love to chat and see if you're 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 CLOSE 5:00PM on Thursday 2 May.

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.

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