

TECHNICAL 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

Brisbane Festival's Technical Coordinator works with the Technical Managers to deliver various projects within the artistic program for Brisbane Festival. The Technical Coordinator supports the Technical Manager alongside Producers liaising with venues, suppliers, touring companies and artists; and coordinates technical requirements.

Reporting

Reports to: Technical Director and Technical Manager

Positions reporting to the role: Event Staff and Crew

Communication

In respect to internal and external relations, the Technical Coordinator will:

- Report to the Technical Manager,
- Liaise with the Technical team and appropriate other staff members to carry out the role,
- Liaise with relevant external stakeholders as required,
- Provide the Technical Manager with a weekly report of developments and activities. This may take place in writing or in the form of a meeting.

Roles and Responsibilities

Communication

In respect to internal and external relations the Technical Coordinator shall:

- Report to the Technical Manager
- Liaise with Technical and Programming teams and appropriate staff members to carry out your role;
- Liaise with venues, suppliers, touring companies and artists;
- Provide the Technical Manager with a weekly report of developments and activities. This may take place in writing or in the form of a meeting;

Roles and Duties

Successfully coordinate to the highest possible standard the technical requirements of any production, program and/or event delegated to you by the Technical Manager as part of Brisbane Festival.

- Research and provide quality technical advice to other members of the Technical team for all delegated projects;
- Ensure all technical elements are coordinated and in place for the preparation, rehearsals and performance seasons of delegated projects;
- Establish and maintain high standards of written and verbal communication with technical team, producers, presenting companies, venues and associated people relevant to projects you are responsible for delivering;
- Ensure legislative requirements with regard to Work Health and Safety from a public, artist, staff and creative perspective are maintained;
- Assist the Operations Manager to manage the delivery of all operational aspects of the festival;
- Have a sound understanding and application of the Live Performance Award;
- Support the delivery of sponsor requirements and ensure smooth integration into the over-arching vision and look of the artistic program.

- In consultation with the Technical Manager, maintain Production Schedules and Event Management Plans including Risk Management Plans in a timely manner;
- Maintain clear and collaborative communication with all departments;
- Provide concise and thorough reports (verbal or written) to the Technical Manager and on a weekly basis;
- Any other duties as directed by the Technical Director or Technical Manager provided that such duties are within the limit of your skills and are of a fair and reasonable nature.

To maintain high standards of administration and communication at all times.

- Develop and maintain a high degree of competency in the operation of the company database software program (training and support will be provided);
- Manage the accurate preparation and timely finalisation of technical contracts, purchase orders and venue requirements;
- Maintain up-to-date filing of all company correspondence;
- Maintain a high level of proficiency in the use of Microsoft Word, Excel and Outlook.

Maintain professional relationships with organisations relevant to the projects and programs you are responsible for delivering.

- Research and liaise with industry peers, arts organisations, communities, suppliers and partners to develop and deliver delegated projects;
- Maintain relevant industry and community relationships;
- Attend suitable productions, events and/or meetings

Systems

In respect to systems use, the Technical Coordinator will:

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

WHS

In respect to Workplace Health and Safety, the Technical Coordinator will:

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

Relevant Experience

Essential

1. A team player who is passionate about the arts, events and safety.
2. Experience working on arts events and productions.
3. A fast learner willing to adapt to a proven system of production and technical delivery.
4. Sound knowledge of industry trends, technology and best practice.
5. Demonstrated use and understanding of a database system, or the capacity to quickly obtain these skills.

Desirable

1. Experience using CAD drafting including Vectorworks.
2. Experience in a festival environment.
3. High Risk licences, LF, WP.

How To Apply

Please apply via our [online application form](#) only. Address your application to: Tim Pack – Technical Director. For enquiries contact: Laura McCabe - 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.

APPLICATIONS CLOSE: 5:00pm on Friday 18 April 2025

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.

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