



POSITION DESCRIPTION

Position:	Event Operations Coordinator
Reports To:	Events Director
Location:	Brisbane Powerhouse, Yagara Country, New Farm Q 4005

We acknowledge the Jagera/Turrbal peoples, the First Nation Traditional Owners of the land on which we gather. We pay respects to all Elders, past and present, and acknowledge the young leaders who are working beside our Elders in our cultural industries.

BRISBANE POWERHOUSE

About Us

A magnificent power station of the 1920s reborn as an arts centre on the Brisbane River (Maiwar), **Brisbane Powerhouse** is a destination for contemporary culture and art.

With over 1,750 performances and events each year, we offer a program of music, theatre, comedy, dance, film, visual arts, in-conversation, and the digital arts.

Brisbane Powerhouse features two main stage theatres, three smaller performance venues, gallery spaces, two restaurants and bars (**Bar Alto** and **Mary Mae's Bar + Kitchen**), **Powerhouse Store**, corporate facilities, and one of the best river views in Brisbane. Brisbane Powerhouse produces significant festivals and events, including **Brisbane Comedy Festival**, **MELT Festival**, **OHM Festival of Other Music**, and **Night Feast**.

Brisbane Powerhouse is a Brisbane City Council-owned venue.

POSITION SUMMARY

The Event Operations Coordinator will work closely with the Events and Production teams to ensure all Brisbane Powerhouse events are executed to the highest standard through customer-orientated audio-visual support and troubleshooting, accurate and timely event setup and tear down and coordination of additional staff for events where required.

KEY ACCOUNTABILITIES

Event Set up



- Set up and strike meeting rooms and event spaces, including tables, furniture and linen, according to the room diagrams and event specifications
- Tear down all furniture and technical equipment after the event, where no Casual Crew are required
- Coordinate and direct cleaners and maintain the cleanliness in event spaces where required
- Interact with other staff and the client to respond quickly to needs and requests
- Ensure adherence to all relevant health and safety procedures regarding work practices
- Manage stock levels for linen and other consumables as required for event set ups

Technical

- Set up, operate and troubleshoot technical equipment, devices, and systems
- Oversee the set-up of all equipment and venue layouts as per the event specification
- Communicate any technical additions or deletions to the Events team
- Assist and instruct guests/customers regarding proper usage and operation and monitor equipment operation at appropriate intervals
- Breakdown, remove and secure equipment when not in use
- Liaise with clients to ensure technical requirements for events are correctly communicated to Event Planners
- Liaise with, coordinate and manage vendors and supplier access to the building for bump in and bump out

Casual Staff Supervision

- Work closely with the Events team to identify events schedule and manage onsite allocation of own hours according to the schedule and review resourcing requirements for each event
- If additional crew resources are required, work with the Production team to source the appropriate casual staff
- Prepare event set up briefing documents and disseminate internally to additional casual crew members
- During events, supervise and direct additional casual technical and event staff

KEY CAPABILITIES

Knowledge, Experience and Skills

- Physical ability to stand and walk for long periods of time and lift objects
- General knowledge of technical production areas, including Sound/AV, Lighting and Staging
- High level of computer literacy, including PC and Mac
- Strong analytical and problem-solving skills
- Ability to effectively manage competing priorities and commitments
- Excellent time management skills
- Experience managing staff
- Demonstrated ability to work independently and take the initiative as required
- Well-developed communications skills with the capacity to liaise successfully with



diverse clients, both internal and external, providing high-quality customer service

- An elevated level of commitment to providing excellent outcomes
- Available to work flexible hours and days, including early morning, days, evenings, and weekends

KEY RELATIONSHIPS

Internal: Events team, Production Managers, Heads of Department, casual staff

External: Clients and Patrons

POLICIES AND WORKPLACE PRACTICES

Brisbane Powerhouse employees must abide by the organisation's policies and procedures. It is expected that employees will:

- Uphold Brisbane Powerhouse's Values
- Be respectful towards the organisation, colleagues, clients and general public
- Act collaboratively with all colleagues
- Act safely and responsibly at all times