



POSITION DESCRIPTION

Position:	BIGSOUND Crew Coordinator
Reports to:	Operations and Projects Coordinator
Direct reports:	BIGSOUND Crew Assistant
Location:	374 Brunswick Street, Fortitude Valley, QLD 4006
Employment Basis:	Fixed-term, Part-time
Salary:	\$60,000 - \$65,000 (Per annum, pro rata, plus Superannuation)
Time Commitment:	ASAP – 9 August (9 wks): 3 days/week 10 August – 6 September (4 wks): 5 days/week 7 September – 20 September (2 wks): 3 days/week

ABOUT QMUSIC

QMusic is the peak body for the music sector in Queensland, a not-for-profit dedicated to securing the future of an industry that delivers artistic, cultural, social and economic value to Queensland.

We resource and empower artists and businesses who create the soundtrack of Queensland's future. From Cairns to Coolangatta, and Mackay to Mount Isa, we deliver artistic, social, and economic outcomes for a thriving contemporary music industry. Our programs include Australia's largest music industry event BIGSOUND, the Queensland Music Awards, and a range of industry development programs, scholarships, and awards supporting music businesses across the state.

Our goals and strategies are underpinned by the following key principles, that define the character of QMusic and the way our organisation operates:

- **GENUINE:** we are open, honest, and transparent, and we will always be accountable to the industry for our work.
- **INCLUSIVE:** we are deliberately inclusive, fair, and equitable, and expect the same from our partners and stakeholders.
- **INDUSTRY FOCUSED:** we are connected to and representative of the industry and we put their needs and priorities at the centre of what we do.
- **INFORMED:** we seek to listen and learn, and we make our decisions based on grounded information and industry best practices.
- **BOLD:** we are ambitious and actively seek out ways to be fresh and original, with a contemporary mindset, valuing creativity and innovation.

POSITION SUMMARY

The BIGSOUND Crew Coordinator works with the Operations and Projects Coordinator to deliver a well-supported event experience for staff, crew, volunteers, artists, and stakeholders involved in BIGSOUND. This role is responsible for coordinating volunteer and event crew recruitment, rostering, onboarding, and on-the-ground support.

The role works closely with the wider BIGSOUND event team, service providers, and venue partners to ensure smooth, values-aligned operations. The role would suit someone who is highly organised, people-focused, and genuinely self-directed. Someone who listens well, notices what needs doing, and



gets on with it without waiting to be told. You'll be expected to build a strong working knowledge of BIGSOUND's many moving parts and bring the initiative and confidence to act on what you observe.

KEY ACCOUNTABILITIES

- 1. Recruit, roster, and liaise with BIGSOUND volunteers and short term Event Staff, in line with QMusic's People & Culture protocols**
 - Coordinate the recruitment process for BIGSOUND volunteers and short term event staff roles, and work with the Operations team and the wider BIGSOUND Event team to identify crew requirements.
 - Prepare and send onboarding communications, briefing materials, and crew handbooks to ensure staff and volunteers are informed, supported, and aligned with QMusic policies and procedures.
 - Manage the rostering process using QMusic's scheduling system, in consultation with the BIGSOUND Event team.
 - Work with the Crew Assistant as a central point of contact for BIGSOUND event crew on ground at the event.

- 2. Work with the BIGSOUND Crew Assistant to manage the setup of the Crew Hub venue**
 - Develop venue set-up plans and work with the BIGSOUND Event Manager to order furniture, signage, consumables, and other materials for each space.
 - Ensure these spaces are clearly signed, welcoming, accessible, and equipped with appropriate materials.
 - Liaise with suppliers, venues, and the BIGSOUND Event Management team to ensure timely delivery and installation of all elements.
 - Work with the site crew to supervise bump-in and bump-out of both hubs, ensuring each space is functional, welcoming, and accessible, and a record is kept of the materials.
 - Make sure any QMusic materials or unused consumables are neatly returned to the QMusic storage room post-event.

GENERAL DUTIES

- Attend QMusic events, functions and workshops, to support event delivery or to represent QMusic, some of which will take place outside standard business hours.
- Utilise QMusic's organisation-wide systems in accordance with policies and procedures provided.
- Participate in post-event evaluation and reporting, including documentation of lessons learned and areas for improvement.
- Contribute to a positive, collaborative, safe, and inclusive work environment, including abiding by QMusic's [Collective Responsibility](#).
- Undertake any other duties as reasonably requested by the Operations and Projects Coordinator.



KEY RELATIONSHIPS

Internal: Operations & Projects Coordinator, event staff, event volunteers, BIGSOUND Event Operations Manager, Operations & Projects team, QMusic internal staff.

External: Venues, suppliers, contractors.

POLICIES AND WORKPLACE PRACTICES

All QMusic employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected employees will be respectful towards the organisation, colleagues, clients and public, act collaboratively with all colleagues and act in safe and responsible manner at all times.

Flexible work hours will be required for occasional weekend and evening events.

SELECTION CRITERIA

ESSENTIAL KNOWLEDGE, EXPERIENCE AND SKILLS

- Excellent verbal and written communication skills and the ability to liaise and manage a diverse range of people of varying skill sets.
- Efficient and adaptive with the ability to manage significant workloads and navigate multiple priorities during busy periods.
- A proactive, solutions-focused approach. Someone who identifies what needs doing and acts on it without needing to be prompted.
- Highly organised, administratively savvy, and competent in using digital tools.
- Demonstrated use and understanding of a database system or the capacity to quickly obtain these skills.
- A strong listener with the curiosity and attentiveness to quickly develop a thorough working knowledge of all aspects of the event, noticing details and issues that fall within their remit before they become problems.

DESIRABLE CRITERIA

- Experience working in the music industry, in festivals and events, or in the wider creative sector.
- Experience using Airtable and Notion.
- Experience liaising with stakeholders and suppliers for project delivery.

APPLICATIONS

To apply for this position, please submit the following via the [QMusic Job Application](#) form

- a cover letter demonstrating your suitability for successfully performing the requirements of the role
- a current CV including two employer references



Applications close 11:59 PM AEST FRIDAY 12 JUNE 2026.

We will be reviewing applications as they are received, and for the right applicants we may schedule interviews prior to the close date. If you're interested, please submit your application asap.

Enquiries: Please contact the QMusic office on (07) 3257 0013 or careers@qmusic.com.au