



POSITION DESCRIPTION

Position:	BIGSOUND Event Operations Coordinator
Reports to:	BIGSOUND Event Operations Manager
Direct reports:	Contractors and crew, volunteers
Location:	374 Brunswick Street, Fortitude Valley, QLD 4006
Employment Basis:	Part-time
Term:	Fixed-Term
Salary:	\$65,000 - \$75,000 per annum, pro-rata, plus Superannuation
Time Commitment:	29 June – 16 August (7 wks): 3 days/week 17 August – 6 September (3 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 Event Operations Coordinator is essential support to the BIGSOUND Event Operations Manager in delivering BIGSOUND. This is a hands-on, on-the-ground role suited to someone who is detail-oriented, solutions-focused and confident communicator, comfortable moving between the planning desk and venues. Reporting to the Event Operations Manager and working closely with the Senior Production Manager, the Coordinator works across BIGSOUND departments and is a clear, reliable point of contact for BIGSOUND suppliers, venues and stakeholders.



In the lead-up, the Event Operations Coordinator supports venue and supplier administration, compliance permit documentation and budget tracking. During the festival, the role is active across the precinct: supporting venues, helping manage crew and volunteers, supplier load-in's and solving problems on the spot so the Operations team can focus on strategic event delivery.

KEY ACCOUNTABILITIES

- 1. COORDINATE VENUE, SUPPLIER AND PRODUCTION LOGISTICS FOR BIGSOUND TO SUPPORT SEAMLESS EVENT DELIVERY**
 - a. Support venue and supplier communication, including scheduling meetings, preparing briefing materials and tracking action items.
 - b. Support the coordination of production elements across venues, working alongside the Senior Production Manager and production contractors.
 - c. Assist with event operational signage planning, ordering and distribution.
 - d. Contribute to sustainability and accessibility planning as directed by the Event Operations Manager.
 - e. Represent QMusic professionally in all external meetings and forums.

- 2. MAINTAIN OPERATIONAL RECORDS AND DOCUMENTATION ACROSS BIGSOUND TO SUPPORT EFFICIENT CROSS-TEAM WORKFLOWS**
 - a. Maintain operational records, supplier documentation and contract registers in QMusic's project management systems.
 - b. Maintain accurate and up-to-date filing of service agreements, venue contracts and event documentation.
 - c. Support the preparation and distribution of event briefing packs, production schedules and crew documentation.
 - d. Develop and maintain competency in QMusic's database and project management systems.

- 3. SUPPORT COMPLIANCE, RISK AND PERMIT DOCUMENTATION FOR BIGSOUND TO ENSURE EVENT SAFETY AND REGULATORY STANDING**
 - a. Support the development and maintenance of the Event Management Plan and its attachments, including coordinating input from venues and suppliers.
 - b. Assist in preparing risk assessments, safe operating procedures and compliance documentation.
 - c. Help coordinate permit applications and licence documentation under the guidance of the Event Operations Manager.
 - d. Maintain accurate and up-to-date records of compliance documentation across venues and suppliers.
 - e. Support liaison with emergency services and government agencies as directed.

- 4. SUPPORT ON-GROUND DELIVERY ACROSS THE BIGSOUND PRECINCT DURING BUMP IN, SHOW DAYS AND BUMP OUT**

- a. Act as a point of coordination for specific venue or site areas as directed by the Event Operations Manager.
- b. Monitor contractor delivery and report issues promptly to the Event Operations Manager.
- c. Provide real-time updates to the Event Operations Manager as required during event delivery.

5. SUPPORT BUDGET TRACKING AND PROCUREMENT ADMINISTRATION TO MAINTAIN FINANCIAL ACCOUNTABILITY

- a. Support budget tracking by recording expenditure, collating invoices and flagging variances to the Event Operations Manager.
- b. Assist in obtaining quotes and coordinating procurement processes in line with QMusic delegation procedures.
- c. Support accurate and timely invoice processing in line with QMusic procurement procedures.

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.
- Play an active role in effectively implementing workplace health and safety protocols.
- 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 Director of Operations.

KEY RELATIONSHIPS

Internal: Event Operations Manager, Senior Production Manager, producers and project leads, QMusic internal team.

External: Venues, suppliers, contractors and emergency services as directed.

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, particularly for the week of BIGSOUND (Monday 31 August - Friday 4 September 2026).

SELECTION CRITERIA

ESSENTIAL KNOWLEDGE, EXPERIENCE AND SKILLS



- Strong interest in the music industry with an understanding of current issues and opportunities.
- Excellent verbal and written communication skills, with the ability to liaise effectively with a diverse range of stakeholders including venues, suppliers, production contractors, and internal teams.
- Two or more years working in event coordination, production support or site operations, with relevant experience or qualifications.
- Efficient and adaptive, with the ability to manage significant workloads and navigate multiple priorities during busy periods.
- A proactive and solutions-focused approach to problem solving.
- Highly organised, administratively savvy and competent in using digital tools.
- Demonstrated use and understanding of a database or project management system such as Airtable, or the capacity to quickly obtain these skills.

DESIRABLE CRITERIA

- Experience working in the music industry, in festival and events or in the wider creative sector.
- Basic understanding of WHS requirements, event permit processes and risk management planning.
- Familiarity with BIGSOUND or similar music industry conference and festival formats.

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 MONDAY 22 JUNE 2026.

We will be reviewing applications as they are received and for the right applicant we may fill the position 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