

**APPLICANT PACK**



**VENUE & TECHNICAL  
COORDINATOR**

# ABOUT METRO ARTS

WEST VILLAGE | WEST END | BRISBANE | QLD



## ART STARTS HERE

Metro Arts is Queensland’s home for artist development in contemporary and experimental practice. For over forty-five years, we have backed artists to take risks, enabled ideas to take form, and supported practices that continue to shape the cultural life of this country.

We work with future-focused artists to experiment, disrupt and evolve their work, with early investment and rigorous collaboration from process to presentation. Through time, space, resources and critical care, we build skills, test new approaches and steward work towards sustainable pathways - locally, nationally and beyond.

Metro Arts is a place of discovery and exchange, connecting artists, audiences and communities to cultivate an open, resilient arts ecology that responds to the present while imagining possible futures.

In 2026-27, Metro Arts is embarking on a deliberate “rewiring” of our operations, programming and partnerships. This transformational process is strengthening internal systems, deepening philanthropic relationships, embedding entrepreneurial and sustainable practices, and refining strategy to better support artists and future-focused practice. These efforts lay the foundation for the organisation’s next chapter as we approach our 50th anniversary and Brisbane’s Cultural Olympiad for the 2032 Olympic and Paralympic Games.



# ABOUT THE POSITION

The Venue & Technical Coordinator is a hands-on operational role supporting the delivery of the Metro Arts program, venue hires and day-to-day technical operations across the organisation's venues. Working closely with artists, producers, clients and the wider Metro Arts team, the role provides technical support across performances, exhibitions, events and creative development activity, while ensuring venues and technical systems are maintained to a high standard.

Metro Arts is seeking a proactive and collaborative technical professional with strong organisational, communication and problem-solving skills. The successful candidate will bring experience in live performance, venue operations or contemporary arts environments, and be comfortable balancing practical technical delivery with coordination, planning and operational support across a busy and collaborative arts organisation.

## ROLE PARTICULARS

- Reports to Operations Manager, working closely with Events, Program and FOH team
- Appointment is a fixed-term position for 1 year, with the intent to renew to permanent
- 5 weeks annual leave pro rata
- Regular evening hours are required, with some weekend work for events
- The position is based at Metro Arts in West End, Queensland, however may include occasional visits to our satellite site at Norman Park

## PLEASE NOTE

### SALARY & EXPERIENCE

- We are taking a flexible approach in structuring this role and encourage applications from candidates with varying levels of experience.
- Depending on the successful applicant, the position may be adapted for a developing or more experienced technician, with salary ranging from \$65,000–\$75,000 pro rata, plus superannuation.
- For more junior appointees, Metro Arts may provide access to external mentoring and professional support.

### HOURS & FTE

- Metro Arts is open to discussing flexible working arrangements between 0.5FTE and full-time.
- We recognise many arts workers maintain independent creative practices and freelance commitments alongside ongoing employment, and are open to coordinating leave and scheduling arrangements with appropriate lead time.
- Metro Arts may consider appointing two part-time coordinators or supplementing part-time staffing with additional casual technical support where appropriate.
- Applications from candidates interested in job-sharing arrangements are welcome.

# RESPONSIBILITIES

## VENUE OPERATIONS

- Under the direction of the Operations Manager, coordinate regular maintenance of Metro Arts' spaces, facilities and equipment.
- Maintain venue documentation including operational procedures, technical specifications, asset registers, plans, and WHS documentation, specifications, and annual condition reports.
- Ensure all venue facilities are maintained in a presentable condition at all times.
- Oversee all venue and equipment maintenance tasks, including timely venue resets, and annual Test and Tag processes.
- Coordinate all keys, swipes and access codes for the facilities.

## TECHNICAL OPERATIONS

- Provide technical advice and support across all Metro Arts programming activities and venue hires, including lighting, sound, vision, electrical safety, rigging, and general production requirements.
- Collaborate with the Operations Manager, Producer, Curator, programmed artists/creatives, and external clients to assess and plan for production needs, such as technical requirements, schedules, freight, set, props, and costumes, during pre-production and delivery phases.
- Maintain the ongoing operation of venue-standard systems, including but not limited to lighting, sound, vision and networking.
- Coordinate equipment hire or purchase of technical equipment, in line with budget parameters, as required.
- Support artists and clients during installs, bump-in/out and delivery periods, including operating technical systems, when required.
- As required, undertake event delivery for company events (including technical operation).
- Stay up to date with industry standards, minimise costs and improve efficiency and productivity.

# RESPONSIBILITIES

## DEPARTMENT ADMINISTRATION

- Develop and deliver training for casual venue technical staff, including documentation as needed.
- Coordinate and supervise the casual venue technical staff, interns and volunteers and maintain records of valid qualifications, inductions and compliance requirements (including EWP tickets and Blue Cards as required).
- Under the direction of the Operations Manager, prepare rosters for casual venue technical staff in line with event requirements, budgets, and Award obligations.
- Work within production and budgetary limitations, schedules and timelines established by Metro Arts and any delegated project personnel.

## WORK HEALTH AND SAFETY, FIRE SAFETY AND SECURITY

- Assist in reviewing and implementing Metro Arts' Health, Safety and Environment (HSE) Policy under the guidance of the CEO and Operations Manager.
- Maintain compliance with Workplace Health and Safety standards, project risk management processes and documentation among all stakeholders.
- Coordinate or delegate venue inductions, in accordance with relevant policies and maintain appropriate records.
- Participate in after-hours operational response as required.
- Act as Chief Fire Warden during emergencies.
- Administer First Aid to staff and patrons as required.

## GENERAL DUTIES

- Undertake other occasional duties which are within the goals and scope of this position description but not specifically listed.
- Adhering to the Metro Arts Code of Conduct and other Policies and Procedures.

# YOUR APPLICATION

## KEY SELECTION CRITERIA

### ESSENTIAL

- Ability to rig, patch, program and operate lighting equipment, vision systems, and mixing live sound
- Experience in creating and managing technical systems for a venue
- Knowledgeable in set construction and rigging
- Experience with production/event management/stage management procedures
- Ability to monitor event/department budgets
- Strong communication skills, and ability to prioritise tasks and meet deadlines
- Passion and commitment to new contemporary work of excellence

### QUALIFICATIONS & EXPERIENCE

- Professional or tertiary qualification in Technical Production, or equivalent professional experience
- Experience in theatre production and event management
- Experience in gallery and exhibition environments including installation and maintenance (preferable but not required)
- Strong detailed knowledge and experience in at least one backstage discipline.
- EWP Operators Ticket, yellow card (required or willingness to acquire)
- Other relevant health and safety training, such as First Aid (preferable or willingness to acquire)

## HOW TO APPLY

- **Submit your application via [this form](#) by 10am (AEST) on Wednesday 17 June 2026.**
- The [application form](#) requires
  - your CV
  - a cover letter of no more than 2 pages addressing the key selection criteria, and
  - the contact details of three referees including relationship to candidate, name, telephone number and email address
- Note that referees will be contacted after the interview stage.

## MORE INFORMATION

If you have any questions about the role that are not answered by this document please contact Metro Arts' Operations Manager, Shani Gould via email, [business@metroarts.com.au](mailto:business@metroarts.com.au).

# APPLICATION TIMELINE

## APPLICATIONS CLOSE

**WEDNESDAY 17 JUNE 10:00AM (AEST)**

### INTERVIEWS

- Applicants are required to be available for an interview the week commencing Monday, 22 June 2026.
- Interviews are available either in-person (preferable) or online if required.

## GENERAL INFORMATION

If you have any questions about the role that are not answered by this document please contact Metro Arts' Operations Manager, Shani Gould via email, [business@metroarts.com.au](mailto:business@metroarts.com.au).



Everything you imagine is real. (2022). Anna Carey. Giclee Print, 100 x 88cm. Edition 6 (detail).

Metro Arts is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.



**Queensland  
Government**



*Dedicated to a better Brisbane*

Metro Arts is supported by the Queensland Government through Arts Queensland. The Metro Arts Creative Development Program and Artist in Residence Program is proudly supported by Brisbane City Council. Metro Arts Visual Arts (MAVA) Substation is assisted by Brisbane City Council.