



## POSITION DESCRIPTION

<b>Title</b>	Communications Coordinator
<b>Section</b>	Program Team
<b>Position</b>	Permanent full-time
<b>Reports to</b>	Senior Marketing Coordinator
<b>Start Date</b>	February 2026
<b>Review Date</b>	Six months' probation and then annually
<b>Award</b>	Live Performance Award 2020
<b>Classification</b>	LPA 2020, Level 6
<b>Pay range</b>	\$55,000-\$65,000, plus super and leave loading
<b>Period of Notice</b>	As per Award
<b>Other Benefits</b>	4 weeks annual leave; 10 days personal leave; plus other legislated entitlements; and 2 BREC Wellness Days per year will apply. The opportunity to experience live performance and attend shows at BREC.
<b>Hours</b>	76 hours per fortnight BREC office hours are 0830-1700, Monday to Friday. Occasional after-hours work will be required. Pre-approval must be obtained for any overtime. Overtime may be compensated as time off in lieu (TOIL).

### **About You & the Role**

This role is ideal for a hands-on digital communicator who loves creating content, experimenting with ideas, and jumping in to make things happen.

As Communications Coordinator, you will lead BREC's social media and digital content delivery, playing a central role in how our work is seen, shared and experienced online. From live performance and festivals to community events and venue activity, you will help bring BREC's story to life across digital platforms.

You will be confident trying new approaches, adapting quickly, and working across multiple projects at once. Whether it's capturing content on the fly, testing a new campaign idea, or supporting a fast-moving marketing deadline, you'll bring curiosity, initiative and a willingness to have a go. You will apply BREC's brand, style and tone of voice consistently across all communications, contribute to accessible and inclusive content, and work within established approval processes while responding flexibly to live and time-sensitive opportunities.

Working closely with the Senior Marketing Coordinator and the full Program team, you will contribute to integrated marketing campaigns, ensure content is timely and engaging, and support BREC's connection with audiences across the South West and beyond.



## About Us

The Bunbury Regional Entertainment Centre (BREC) is a much-loved, multi-award-winning performing arts and conference venue that has been bringing people together in Bunbury and the South West since 1990. We are an independent not-for-profit association with a focus on people, impact, and exceptional experiences. Our venue includes a 790-seat auditorium, a 242-seat studio theatre, and flexible event spaces hosting everything from live performance and film to conferences and community programs.

Add a supportive team and the South West lifestyle - beaches, forests, and great local food - and you've got a workplace that's hard to beat. We're committed to being a diverse and culturally safe workplace and warmly encourage applications from First Nations peoples, people from culturally and linguistically diverse backgrounds, LGBTIQ+ people, and people living with disability.

**BREC Values** Evolve and thrive. Champion Respect. Together.

## Team Objectives

The Program Team is responsible for programming and delivery of BREC's curated program, community engagement, external presenter relationships, creative learning, audience development, program evaluation, and local sector development initiatives such as the BREC Artist Retreat and community capacity building masterclass series. The team are also responsible for marketing, including BREC Events, BREC Hirers and the BREC brand.

The team also builds strong relationships with commercial, local and community hirers, sponsors, donors and other stakeholders, providing responsive customer service and supporting the efficient and cost-effective delivery of year-round activity across BREC's venues.

## Key Position Responsibilities

### Social Media and Digital Content

1. Lead BREC's social media and digital content delivery across all platforms, ensuring content is engaging, timely and aligned with organisational priorities and BREC's brand, style and tone of voice.
2. Plan, create and schedule digital content, including managing a monthly social media calendar and responding to opportunities as they arise.
3. Capture and source digital content, including photography, short-form video and behind-the-scenes material, often in live or fast-moving environments.
4. Monitor performance across digital channels, contribute to reporting, and adjust content and campaigns based on insights and results, demonstrating curiosity about what content performs well and why.
5. Monitor audience feedback and online engagement, escalating issues or sensitive matters in line with internal protocols.

### Marketing Campaigns and Communications

6. Support the planning and delivery of integrated marketing campaigns across BREC Presents, Events and venue activity.



7. Coordinate BREC communications, including drafting and distributing EDMs, media releases, collating copy and imagery, editing and proofreading content as required.
8. Provide content update support for the BREC website, working within established brand and style guidelines.

### **Content, Design and Data Management**

9. Maintain marketing databases, ensuring records are accurate, current and well-organised.
10. Maintain and curate BREC's digital content library, including images, video and campaign assets.
11. Assist with graphic design tasks as required, including the creation of digital and print marketing materials, social media assets and campaign collateral.

### **Collaboration, Engagement and Professional Practice**

12. Contribute to accessible and inclusive communications, including consideration of image descriptions, readability and inclusive language.
13. Support audience development and engagement initiatives.
14. Comply with all BREC policies and procedures, including Work Health and Safety requirements and risk management protocols.
15. Act safely, professionally and respectfully towards clients, artists, volunteers, staff, and other stakeholders.
16. Work flexibly and collaboratively to support the successful delivery of BREC Presents and Events programs, contributing ideas and assistance, and representing BREC at internal and external functions and events as needed.
17. Perform other duties as reasonably required to support the successful delivery of BREC's program and services.

## **Essential Selection Criteria**

### **Experience and Technical Skills**

1. Experience in a communications, digital marketing or content-focused role, with a strong emphasis on social media delivery.
2. Demonstrated ability to create engaging digital content for a range of platforms, with an understanding of what performs well across different audiences.
3. Strong written communication skills, with the ability to write, edit and proofread content for digital, media and promotional use.
4. Comfort using digital tools and systems, including Microsoft 365, social media platforms and content management or scheduling software, with a willingness to learn new systems.

### **Approach, Initiative and Work Style**

5. A proactive and flexible approach to work, with the confidence to try new ideas, respond quickly to change, and work across multiple priorities.
6. Well-developed organisational skills, with the ability to manage deadlines, follow campaign schedules, and work both independently and as part of a team.
7. A collaborative mindset, with strong interpersonal skills and a positive, solutions-focused attitude.

### **Compliance and Professional Practice**



8. An understanding of, or willingness to learn, Work Health and Safety responsibilities relevant to the workplace.

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### **Desirable Selection Criteria**

1. Experience capturing content in live performance, events or public-facing environments.
2. Basic graphic design skills and experience using tools such as Canva or Adobe Creative Suite.
3. Experience contributing to marketing campaigns for arts, cultural, community or not-for-profit organisations.
4. Interest in audience development and regional arts activity.
5. Current driver's license.

### **Other Requirements**

Applicants must hold unrestricted work rights in Australia.

**On appointment, successful applicants must supply** a current National Police Certificate (within 12 months) **and** Working with Children Check

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### **To Apply**

Please email to [careers@bunburyentertainment.com](mailto:careers@bunburyentertainment.com)

Please submit:

- Your CV with two referees, and
- A short cover letter (up to two pages or approximately 500 words)

In your cover letter, tell us why you're interested in the role and what you'd bring to BREC. You don't need to address formal selection criteria – we're interested in your approach, enthusiasm and relevant experience from work, study, volunteering or personal projects.

**Deadline** Applications will be reviewed as they are received.

The position will remain open until 5pm, Friday 30th January 2026 unless filled earlier.

### **Contact**

Fiona de Garis, Executive Director via [careers@bunburyentertainment.com](mailto:careers@bunburyentertainment.com)