



POSITION DESCRIPTION

Title	Marketing Coordinator (Graphic Design & Marketing Production)
Section	Program Team
Position	Permanent Part-time [0.5 FTE]
Reports to	Senior Marketing Coordinator
Start Date	March/April 2026
Review Date	Six months' probation and then annually
Award	Live Performance Award 2020
Classification	LPA 2020, Level 6
Pay range	\$30.28/hr, plus super and leave loading
Period of Notice	As per Award
Other Benefits	4 weeks annual leave; 10 days personal leave (pro rata); other legislated entitlements and 2 BREC Wellness Days per year. The opportunity to experience live performance and attend shows at BREC.
Hours	38 hours per fortnight or 76 hours per 4 week cycle. BREC office hours are 0900 – 1700, Monday to Friday. Regular days and hours will be agreed between Tuesday and 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

As a highly organised and self-motivated team member, you will play an important role in how BREC's shows and events are promoted and experienced by audiences across Bunbury and the South West. Working as part of the Program team, you will design visual materials including signage, posters and promotional collateral, helping ensure BREC's brand is presented clearly and consistently across marketing materials.

You will also capture and edit short-form photo and video content that brings performances, events and behind-the-scenes moments to life across BREC's digital channels. Working closely with colleagues and external partners, you will help ensure marketing materials are delivered professionally and on time.

This role works alongside the Communications Coordinator, contributing visual content and production support that helps bring BREC's marketing campaigns to life. It offers the opportunity to work across a wide range of productions and events, helping share live performance experiences with audiences across the region.

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. 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 Responsibilities

Visual Design and Content Production

1. Create visual communications including signage, flyers, posters, brochures and advertising materials for shows and events presented by BREC, using Adobe Creative Suite.
2. Capture and edit photos and short-form video content, including basic editing of trailers and promotional videos to add BREC branding or meet format and time requirements.
3. Apply BREC's brand guidelines consistently across marketing materials to ensure clear, professional visual communications.

Production, Print and Asset Coordination

4. Coordinate the production, printing and distribution of signage and promotional materials, including sourcing quotes, liaising with suppliers and organising printing, delivery and distribution runs.
5. Manage marketing assets, approvals and materials provided by producers for BREC Presents shows.
6. Maintain and organise BREC's digital content library, ensuring marketing assets are well organised and accessible for future use.

Digital Platforms and Marketing Support

7. Prepare visual assets and content that support marketing campaigns and communications across BREC's digital platforms.
8. Provide content update support for the BREC website within established brand and style guidelines.
9. Provide practical support for digital communications activities as required, including assisting with social media preparation or posting where appropriate.



10. Support the coordination of design, production and distribution timelines to ensure marketing materials are delivered accurately and on schedule.
11. Work closely with the Senior Marketing Coordinator and Program team to deliver marketing materials professionally and on time.

Collaboration, Professional Practice and Compliance

12. Comply with all BREC policies and procedures, including Work Health and Safety requirements and risk management protocols.
13. Act safely, professionally and respectfully towards artists, clients, volunteers, staff and other stakeholders.
14. Work flexibly and collaboratively to support the successful delivery of BREC Presents BREC Hirers, and BREC Events programs.
15. Perform other duties as reasonably required to support the successful delivery of BREC's program and services.

Essential Selection Criteria

Design and Technical Skills

1. **Graphic design experience** – demonstrated experience creating promotional materials such as posters, flyers, signage or advertising using Adobe Creative Suite (InDesign, Photoshop and Illustrator).
2. **Photo and video content creation** – experience capturing and editing basic photo and video content, including short-form content suitable for digital or social media use.
3. **Preparation of visual marketing assets** – ability to prepare visual assets for a range of marketing uses including print materials, websites, social media and email marketing.
4. **Digital tools and systems** – comfort using digital tools and systems including Microsoft 365 and content management systems, with a willingness to learn new platforms.

Production and Organisation

5. **Print and promotional production coordination** – experience obtaining quotes, liaising with suppliers and organising printing or distribution of promotional materials.
6. **Organisation and time management** – demonstrated ability to manage multiple tasks and meet deadlines in a busy environment.
7. **Attention to detail and brand consistency** – ability to apply brand guidelines and ensure marketing materials are accurate and well presented.

Collaboration and Work Style

8. **Communication and interpersonal skills** – ability to work effectively with colleagues, artists, producers and external suppliers.
9. **Teamwork and collaboration** – ability to contribute positively within a small team environment and support the delivery of events and programs.
10. **Flexible and practical work approach** – ability to adapt to changing priorities and support activities in a live performance or events environment.



Compliance and Requirements

11. **Work Health and Safety awareness** – understanding of, or willingness to learn, Work Health and Safety responsibilities relevant to the workplace.
12. **Driver's licence** – a current driver's licence and the ability to undertake occasional local travel for distribution of marketing materials and related tasks

Desirable Selection Criteria

1. **Arts or events sector experience** – experience working in an arts, events, marketing or creative organisation.
2. **Live event content capture** – experience photographing or filming live performance, events or public-facing activities.
3. **Interest in the arts** – interest in live performance, arts and cultural activity.

Other Requirements

- Applicants must hold unrestricted work rights in Australia.

On appointment, the successful applicant must supply:

- National Police Certificate
- Working with Children Check

To Apply

Please email to careers@bunburyentertainment.com

Please submit:

1. Your CV with two referees, and
2. A short cover letter (up to two pages or approximately 500 words)
3. If possible, please also include a link to a portfolio or examples of your design or content work.

In your cover letter, tell us why you're interested in the role and what you'd bring to BREC. Tell us about one piece of work you're particularly proud of and why. 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 10am, Monday 30 March 2026 unless it is filled earlier.

Queries to Fiona de Garis, Executive Director via careers@bunburyentertainment.com