



PROGRAM COORDINATOR POSITION DESCRIPTION

Title	Program Coordinator
Section	Program Team
Position	Permanent Part-time [0.4 FTE]
Reports to	Artistic Administrator
Start Date	March/April 2026
Review Date	Six months' probation and then annually
Award	Live Performance Award 2020
Classification	LPA 2020, Level 3-6 depending on experience.
Pay range	\$28.00-\$32.00 per hour, 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	30.4 hours per fortnight or 60.8 hours per 4 week cycle. 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). Standard BREC office hours are 0900 – 1700, Monday to Friday.

About You & the Role

As a highly organised and proactive team member, you will support the planning and delivery of BREC's year-round program of performances, events and community activities. Working as part of the Program team, you will assist with coordinating program schedules, artist liaison, event logistics and administrative processes to help ensure shows and projects run smoothly from planning through to delivery.

You will work closely with the Executive Director, Artistic Administrator and colleagues across the organisation to support BREC Presents productions, visiting performances and community initiatives. The role requires strong organisational skills, attention to detail and the ability to manage multiple tasks in a busy live performance environment.

This role would suit someone early in their arts administration career who is keen to learn and develop their skills, as well as applicants with experience in events, arts or program coordination. Above all, we are looking for someone organised, collaborative and motivated to help deliver positive experiences for artists, audiences and partners across BREC's program.

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 delivering BREC's curated program, community engagement, audience development, including initiatives that support First Nations audiences and artists, external presenter relationships, creative learning, program evaluation, and local sector development initiatives such as the BREC Artist Retreat and community capacity building masterclass series. The team also supports marketing activity across BREC Events, venue hirers and the BREC brand.

The team 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

Program Support and Coordination

1. Assist the Artistic Administrator to maintain programming calendars, schedules and timelines.
2. Support the planning and delivery of BREC Presents performances, workshops and community programs.
3. Coordinate program materials, schedules and communications with internal teams and external stakeholders.

Administrative Support

4. Maintain accurate records of programming documents, contracts and correspondence.
5. Maintain databases relating to programming, artists and events, including timely updates in BREC's event management system.
6. Assist with preparing reports, proposals and presentations for internal and external stakeholders.

Event and Program Logistics

7. Coordinate logistical requirements for events and touring productions, including scheduling, artist needs, venue information and technical requirements.
8. Liaise with production teams, artists and community groups to support efficient and cost-effective program delivery.
9. Assist with resolving logistical or operational issues during events and performances.

Artist and Stakeholder Liaison

10. Act as a key contact for artists, production teams and stakeholders regarding administrative and operational matters before, during and after engagements with BREC.



11. Assist with arranging travel, accommodation and hospitality for visiting artists and program participants.

Financial and Contract Administration

12. Assist with preparing and tracking show or project budgets, invoices and expenses.
13. Work with the Artistic Administrator and Finance team to ensure accurate contract documentation and financial records.

Community and Team Engagement

14. Build positive working relationships with artists, companies, community groups and industry stakeholders.
15. Work collaboratively with marketing, technical and front-of-house teams to support program delivery and the successful presentation of events.
16. Support initiatives that foster community participation and engagement, such as workshops, foyer activations, artist talks, outreach activities and audience development initiatives.
17. Support activities that strengthen engagement with First Nations artists, audiences and communities.

Data Management and Reporting

18. Collect and maintain program data including attendance figures, feedback and other relevant metrics.
19. Assist with funding applications and acquittals by gathering information, drafting text and collating supporting materials.

Event Delivery and Post-Event Processes

20. Assist with the coordination of event delivery and post-show processes, including settlement information, reporting and documentation.

Professional Practice and Compliance

21. Comply with all BREC policies and procedures, including Work Health and Safety requirements and risk management protocols.
22. Act safely, professionally and respectfully towards artists, clients, volunteers, staff and other stakeholders.

Other Duties

23. Provide additional support to the Executive Director, Artistic Administrator and Program team as required, including representing BREC at internal or external events where appropriate.
24. Perform other duties as reasonably required to support the successful delivery of BREC's program and services.

Essential Selection Criteria

Program Coordination and Administration

1. **Program or event coordination experience** – demonstrated experience supporting the planning or delivery of events, performances, projects or community programs, including coordinating schedules, logistics or stakeholders.



2. **Administrative and organisational skills** – demonstrated ability to manage schedules, documentation and multiple tasks while maintaining accuracy and attention to detail.
3. **Database and systems management** – experience maintaining records, databases or event management systems with strong attention to data accuracy.

Logistics and Event Delivery

4. **Event logistics coordination** – ability to organise practical aspects of events or projects, including scheduling, communicating with stakeholders and managing operational details.
5. **Problem-solving and adaptability** – ability to respond calmly and effectively to changing priorities or operational issues, particularly in busy or time-sensitive environments.

Communication and Relationship Management

6. **Interpersonal and communication skills** – ability to build positive working relationships with artists, colleagues, community groups and external stakeholders.
7. **Artist and stakeholder liaison** – ability to communicate effectively with artists, presenters, touring companies or community groups and support their administrative or logistical needs.
8. **Teamwork and collaboration** – ability to work collaboratively across teams and contribute positively to the delivery of programs and events.

Data, Reporting and Professional Practice

9. **Information management and reporting** – ability to collect, organise and present information clearly, including supporting reports, funding applications or program evaluation.
10. **Professional practice and workplace responsibility** – understanding of, or willingness to learn, Work Health and Safety responsibilities and professional conduct in a workplace environment.
11. **Interest in arts and community engagement** – interest in live performance, arts and cultural activity and supporting community participation in the arts.

Desirable Selection Criteria

1. Experience working in an **arts, events, community or cultural organisation**.
2. Experience working with **artists, touring companies or community groups**.
3. Experience supporting **community engagement or audience development initiatives**.
4. **Driver's licence** – a current driver's licence and the ability to undertake occasional local travel for work-related tasks.

Other Requirements

Applicants must hold unrestricted work rights in Australia.

On appointment, the successful applicant must supply:

1. A current National Police Certificate (issued within 12 months)
2. Working with Children Check

To Apply

Please email to careers@bunburyentertainment.com:

1. Your CV with two referees, and
2. 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 10am, Monday 30 March 2026 unless it is filled earlier.

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