

Application Kit

FRINGE WORLD Venue Technicians

The FRINGE WORLD Festival is the largest annual event staged in Western Australia and the third largest Fringe Festival in the world in terms of tickets sold. The Festival is produced by Artrage, a not-for-profit incorporated association that has been at the forefront of developing arts and culture in Western Australia since 1983.

Alongside the annual Festival, Artrage produces and manages a number of other arts and entertainment enterprises that increase the scale and breadth of the organisation's reach including an outdoor cinema that runs throughout the summer and a regional touring program.

The teams of Venue Technicians will perform a variety of roles for the daily operations of the FRINGE WORLD Performance Program including Lighting, Sound and Staging. The Venue Technicians will oversee the installation, maintenance, maintain and operating of the venues & technical resources as well as working with Artists & Presenters to realise their productions.

Every venue at FRINGE WORLD houses multiple performances on any given day providing an exciting and engaging for the front-line staff working within FRINGE WORLD Venues.

FRINGE WORLD seeks enthusiastic and friendly staff that will find their time and contribution to Fringe not only fun but also rewarding.

Application process

To be apply for this position, please provide:

- A current Resume outlining relevant previous experience
- Overview of availability between January – March 2018
- Contact details of two professional referees

Application closing date: **Midnight WST 1st November 2017**

Applicants with early submissions that possess the relevant skills and experience may be contacted before the closing dates for interview.

Email your application to technical@fringeworld.com.au with "Venue Techs" in the Subject heading before the application closing date.

By submitting an application for this position you acknowledge and accept our Privacy Policy, which is available to view on our [website](#).

Selection Process

Shortlisted applicants will be asked to take part in an interview in November with the Technical Manager in Perth. Interviews will be conducted in person. Telephone/Skype interviews will only be scheduled if the applicant is not currently in Perth.

Key Accountabilities

Venue Technician Operations

- Be present for all rehearsals, technical rehearsals, performances and any other time the venue is in use unless otherwise stated in the schedule.
- Ensure the venue is prepared and tidy for artists before their arrival for technical rehearsals and performances. This includes ensuring that any additional technical resources that have been confirmed are available and where possible pre-rigged before an artist arrives.
- Assist with loading artist equipment into the venue.
- Have working knowledge of all of the equipment you are required to operate.
- Ensure that all equipment is properly operated, stored and where necessary maintained.
- By keeping proper documentation, ensure all equipment allocated to the venue either for the duration of the festival or for specific shows is accounted for at all times.
- Immediately report any damage, loss or theft of equipment to your immediate supervisor so that appropriate actions can be taken.
- Ensure a high attention to detail when considering the aesthetic elements of a production, especially to ensure the artist's brief is met.
- Contribute to artists bump in and rehearsal to best realise the production
- Provide skill and technical expertise when assisting artists with the technical aspects of their production with the technical resources at hand.
- Ensure that the management team are briefed on any issues or potential issues that may arise with regards to artists, staff, patrons, venues or any area of FRINGE WORLD operations.
- Ensure the venue is properly shut down and secured at the end of each work day.

Health and Safety

- Ensure the health and wellbeing of FRINGE WORLD staff is at the forefront of all duties undertaken.
- Ensure that the highest levels of OH&S are met during pre-production, bump in, operations and bump out.
- Oversee the health and safety of the team of casual technical staff.
- Ensure staff observe fire regulations, health and safety legislation and the conditions of all licenses.
- Ensure the working practices adhere to Health & Safety Policies and Procedures.
- Notify the FRINGE WORLD Technical Manager of any Health & Safety issues that arise ensuring that responsive remedial works are carried out.

Team and Development

- Actively support all staff and encourage team building and a supportive culture across the organisation and your team.
- Embrace FRINGE WORLD values in all areas of work.
- Promote a positive and supportive workplace for all staff.

Other Duties

- Undertake any other duties assigned by the FRINGE WORLD Technical Manager, which might reasonably be deemed to be within scope of the role and having regard for the skills, qualifications and experience relating to the role.

Contract Details

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| Salary: | Contract Package to be provided prior to contract acceptance. |
| Contract Period: | Contracts will run for the duration of 15 th January to the 2 nd March 2018, however there maybe shorter contracts available. |
| Working Hours: | Dependent on the Final Venue Schedule for Events. This will be available prior to contract acceptance. |
| Working Location: | FRINGE WORLD Festival Sites in Northbridge, Perth and other locations as require |

Knowledge

- A strong understanding of lighting resources is desirable, including knowledge of;
 - Lighting consoles from small fader control consoles to larger digital desks.
 - A variety of lights, including intelligent fixtures.
 - Patching and power distribution.
 - DMX and data distribution.
- A strong understanding of audio resources is desirable, including knowledge of;
 - Audio consoles both analogue and digital.
 - A variety of microphones, including wireless systems.
 - Use of QLab for audio playback and video applications.
- A strong understanding of stage and backstage management in a festival environment.
- Experience in Microsoft Office suite.

Skills

- Strong interpersonal, verbal and written communication skills.
- Excellent skills in fault finding and applying knowledge from multiple disciplines to solve problems.
- Strong customer service skills and ability to work in a face paced environment.
- Excellent organisational and time management skills.
- Excellent attention to detail.
- Ability to work both independently and as part of a team.
- Ability to deliver in high-pressure environments and prioritize competing deadlines.
- Must have a valid C class drivers licence.