



Position Description

Venue Supervisor – Rooftop Movies

About Rooftop Movies

Rooftop Movies is a pop-up outdoor cinema produced by Artrage, a not-for-profit cultural organisation that's been at the forefront of developing arts and culture in Western Australia since 1983.

Artrage produces the FRINGE WORLD Festival, the largest annual event in WA and the third largest Fringe Festival in the world. All proceeds from Rooftop Movies go towards the Fringe Fund, a charitable fund dedicated to helping fringe artists shine.

You can find out more about the positive impact of the FRINGE WORLD Festival and the work of Artrage here: https://issuu.com/artrage/docs/2017_impact_report

You can find out more about the FRINGE FUND here. <https://www.fringefund.org>

Located on the top floor of the CPP carpark in Northbridge, Rooftop Movies has been entertaining audiences annually each summer since 2012 thanks to the support of the City of Perth and City of Perth Parking.

The 2017/18 Rooftop Movies season will run from 1 December 2017 to 31 March 2018.

About the Role

This is a fun and fantastic role perfect for people who enjoy movies, like to make people happy and are looking for some regular night-time shift work over the summer season.

The Venue Supervisors are an essential part of the Rooftop Movies team, overseeing smooth, customer orientated operations across the season. The Venue Supervisors perform key technical duties including digital projectionist duties.

The Venue Supervisors report to the Rooftop Movies Site & Venue Manager and work alongside other food and beverage, front-of-house and security personnel to make Rooftop Movies the most memorable outdoor cinema experience in Perth.

Venue Supervisors are responsible for the overall functionality of the venue during their shift, overseeing other staff on site as well as providing the best possible experience for customers. Specific duties include opening and closing the venue, operating the cinema equipment and managing contractors and other staff during on-site operations.

Application process

In your application, please provide:

- A statement that addresses the skills required for the role (no more than 1 page in length);
- Confirmation that you have read and can accept the contract start and end date as listed; and
- A current resume with previous experience and contact details of two professional referees.

Application closing date: Midnight WST Monday 30 October 2017.

Applications received after the closing date will not be accepted. Applications can only be sent via email as Adobe PDF files with a total size of no more than 2MB. Do not attach ZIP or password protected files.

Email your application to hello@rooftopmovies.com.au with "Venue Supervisor Application" in the Subject heading before the application closing date. Any questions or queries regarding the application process or position can be directed to the Program Manager, James Taylor at manager@rooftopmovies.com.au

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 with the Program Manager in Perth. Interviews will be conducted in person between 6 November – 10 November. Telephone/Skype interviews will only be scheduled if the applicant is not currently in Perth (please specify this in your application if it applies to you).

Successful applicant/s will be notified in November.

Contract Details

Salary: \$27.00 per hour plus Superannuation contributions

Contract Period: **27 November 2017 to 31 March 2018**

Working Hours: Normal work hours are 4pm to venue close (around 11pm depending on the daily program) each shift. Each staff member will be rostered for approximately 2 shifts per week although the right candidate can be offered a guaranteed 4 shifts per week if of interest.

Training and induction will be scheduled in advance of the season commencing.

Working Location: Rooftop Movies and Artrage Office, Northbridge

Position Description

Position Title	Rooftop Movies Venue Supervisor
Reports to	Rooftop Movies Program Manager
Direct Reports	Program Manager
Works with	Rooftop Movies Site & Venue Manager, Box Office Staff, Candy Bar staff, Bar staff, Food Vendors, Security

Key Accountabilities

Cinema Operations

- Operate and maintain digital cinema equipment, including sound system, projector and server.
- Manage the ingestion of digital cinema content to digital server.
- Testing of films for future scheduling.
- Manage the timely acquisition and return of cinema content to the Program Manager.

Venue Operations

- Facilitate the opening and closing of the venue, including entry/exit, power, lights, sound and furniture setup.
- Oversee the set up and pack down of the Candy Bar and Food / Bar Providers.
- Ensure that all venue facilities are in clean working order during operational hours.
- Perform venue operation check of facilities including lights, bins, toilets, blackboards, signage and furniture.
- Ensure venue signage is installed and maintained.
- **Oversee Candy Bar and Box Office staff, and provide assistance where possible.**
- **Oversee security staff, provide a nightly brief of operations and assist where possible.**

Venue Maintenance & Reporting

- Perform venue maintenance checklist and record nightly operations or technical details for address by the Rooftop Movies Site & Venue Manager.
- Complete nightly report on general venue operations, maintenance, and areas for improvement.

Team and Development

- Actively support all staff and encourage team building and a supportive culture across the organisation.
- 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 Executive Team, which might reasonably be deemed to be within the scope of the role and having regard for the skills and qualifications relating to the role.

Skills

Essential

- Production and/or technical experience
- Excellent customer service and communication skills
- Ability to work efficiently and calmly under pressure.

Desirable

- Previous experience with digital cinema equipment
- Previous experience in event management
- Previous experience in cinema venue management.