

Application Kit

FRINGE WORLD HQ Facilities Coordinator

About *FRINGE WORLD*

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.

FRINGE WORLD aims to provide enduring benefits for artists, audiences and a diverse family of stakeholders through its core operations including the FRINGE WORLD Festival, Rooftop Movies as well as future events and programs.

Find out more about the positive impact of the FRINGE WORLD Festival and the work of ARTRAGE [here](#).

FRINGE WORLD Festival will run from 17 January – 16 February 2020.

About *the Role*

The primary purpose of the HQ Facilities Coordinator is to assist the Production and Technical Managers in all site compliance and facilities management for FRINGE WORLD and ensure effective storage and inventories post festival.

The role will require the HQ Facilities Coordinator to maintain high quality oversight of OHS and operations within FRINGE WORLD Facilities and ensure that they are that are delivered consistently and effectively.

Application process

In your application, please provide:

- A cover letter that (maximum of two pages) addresses the Skills and Experience required for the role; and
- A current resume with contact details of two professional referees.

Application closing date: 5:00pm WST Sunday 29th September 2019

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

Email your application to jobs@artrage.com.au with HQ Facilities Coordinator in the Subject heading before the application closing date. Any questions or queries regarding the application process or position can be addressed to jobs@artrage.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 in September with the FRINGE WORLD Production and Technical Managers in Perth. Interviews will be conducted in person. Telephone/Skype interviews will only be scheduled if the applicant is not currently in Perth.

Successful applicant/s will be notified in the week commencing: Monday 21st October 2019

Unsuccessful applicants will be notified in the week commencing: Monday 21st October 2019

The start date for the position is in the week commencing: Monday 25th November 2019

Contract Details

Salary: Salary information available on request

Contract Period: Monday 25th November 2019 – Friday 20nd March 2020

Working Hours: Full-time (38 hours per week). Due to the nature of this role, the successful applicant may be required to work reasonable additional hours during peak operational periods. (60 hours per week)

Working Location: The role is based at the FRINGE WORLD office in Northbridge/ Perth City and other Festival locations in and around Perth as required.

Position Description

HQ Facilities Manager

Reports to	ARTRAGE Production Coordinator
Direct Reports	N/A
Works Alongside	Build & Site Crew, Design and Construction Coordinator

Key Accountabilities

HQ Operations and Planning

- Assist to create the bump in and out schedule with a focus on the effective transport of warehouse infrastructure to and from festival sites and storage.
- Maintain all compliance related infrastructure and equipment.
- Ensure all staff have appropriate access to required tools, site infrastructure and venues.
- Create effective vehicle management and monitoring processes.
- Assist in the management and execution of all site specific or external activations.
- Assist all Department Managers with storage and inventory of all infrastructure.
- Inventory all Production items pre, during and post festival and provide extensive documentation related to the location of all infrastructure housed at HQ.
- Comply with all FRINGE WORLD financial control and procurement procedures and processes.
- Prepare a comprehensive report and contribute to debrief post operations.
- Maintain existing tools and complete maintenance as required.

Team and Development

- Embrace the FRINGE WORLD Values in all areas of work.
- Develop a close working relationship and work collaboratively with all FRINGE WORLD teams.

Health and Safety

- Oversee the health and safety of the warehouse, identify hazards, assess risks and make changes where necessary.
- In consultation with the Production Manager, implement safe working practices for all staff working in the facility.
- Ensure the workshop is safe, clean and organised at all times.
- Ensure working practices adhere to Fringe World Health & Safety Policies and Procedures and with broader Health & Safety regulations. In particular, ensure operational delivery is safe at all times and conforms to the applicable legislative and licensing requirements.

Other Duties

- Undertake any other duties assigned by the Executive Team and FRINGE WORLD Managers, 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 and Experience

An experienced industry professional with a solid track record in workshop or warehouse coordination, ideally having worked at a coordinator or team leader level in festival, event, theatre, concert hall, outdoor and performing arts event contexts across Australia.

- Knowledge of festival related infrastructure, equipment and procedures.
- Strong interpersonal, verbal and written communication skills.
- Creative, resourceful and positive attitude towards problem solving.
- Strong project management skills.
- Strong customer and stakeholder service skills.
- Ability to work prioritise tasks and meet tight deadlines in a fast-paced environment.
- Ability to positively and calmly manage a large team of staff and contractors under pressure.
- Experience and ability in material calculations and construction techniques.
- White Card Certificate.
- First Aid and Forklift certificates.
- Basic Computer Skills.
- Auto CAD or technical drawing abilities desirable.
- Safety Training and OHS skills desirable.