

Application Kit

PRODUCTION SITE MANAGER

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 Production Site Managers is to assist the Production Manager and Coordinators in the build, maintenance and operations of the FRINGE WORLD managed sites in the lead up to, during and post festival.

FRINGE WORLD is recruiting a team of eight Site Managers for the roles. Half of these positions being required to work in the role for evening operations and the other half working during daytime hours.

Application process

In your application, please provide:

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

Application closing date: Midnight WST Sunday 6th October 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@fringeworld.com.au with "PRODUCTION SITE MANAGER" in the Subject heading before the application closing date. Any questions or queries regarding the application process or position can be addressed to jobs@fringeworld.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 October with the FRINGE WORLD Production Manager 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 28th October 2019

Unsuccessful applicants will be notified in the week commencing: Monday 28th October 2019

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

Contract Details

Salary: Salary information available on request.

Contract Period: Fixed Term Contract

Monday 25th November 2019 – Friday 6th March 2020

Start and end date will vary based on role.

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. (up to 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

Reports to	FRINGE WORLD Production Manager
Direct Reports	Seasonal production, technical employees.
Works Alongside	FRINGE WORLD Director, Production Manager & Team, Technical Manager & Team, Operations Manager & Team, Box Office Manager & Team, Marketing Team
Contract Period	Full Time, Fixed Term Contract December 2019 – March 2020

Key Accountabilities

Communication

- Communicate with the Production and Operations Managers and Production Coordinators regarding all onsite activities.
- Communicate and allocate daily task requirements with all onsite staff.
- Communicate with HQ Facilities Coordinator to ensure methodical deliveries of all internal infrastructure during bump in, operations and bump out.
- Prepare a comprehensive report / debrief post operation.

Planning and Operations

- Ensure all office documentation, forms and provisions required onsite prepared prior to build commencement and refreshed as required.
- Review the Production Schedule, discussing possible alterations and increased efficiencies with the Production Manager and Logistics Coordinator.
- Understand and review Site Plans and Site Briefing documents
- Assist with build projects and become familiar with FRINGE WORLD infrastructure and workshop procedures.
- Manage allocated FRINGE WORLD hub site during bump in and bump out alongside the Production Manager and Logistics Coordinator.
- Review daily progress of bump in and out and adjust staff and production schedule accordingly.
- Act as the first point of contact for all contractors and suppliers onsite.
- Oversee the effective delivery and collection of infrastructure, materials and waste to and from site.
- Identify any damages to site infrastructure or venues and repair accordingly.
- Monitor and action venue and infrastructure maintenance requests from other staff members daily.
- Ensure all venues and backstage areas are safe and clean for performers and patrons.
- Ensure the efficient and timely open and close of FRINGE WORLD managed sites in accordance with programming and licensing.
- Be aware of and adhere to all regulations and requests set by stakeholders of FRINGE WORLD managed sites.
- Aid venue staff when requested to ensure performances run on schedule.
- Maintain a clean and orderly site at all times.

Financial Management

- Ensure that the proper approvals process has been implemented before any expenditure is made.
- Keep detailed and accurate financial reports to present to the Production Manager of any expenditure and petty cash reconciliations.
- Ensure all onsite staff complete timesheets on a daily basis.

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 allocated site, identify hazards, assess risks and make changes where necessary.
- Ensure allocated site 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 FRINGE WORLD Production 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 & Experience

An experienced industry professional with a solid track record in Infrastructure Coordination and logistics, having worked at supervisory 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.
- High attention to details, awareness of surroundings and ability to multi task.
- Strong project management skills.
- Creative, resourceful and positive attitude towards problem solving.
- Strong customer service skills and ability to work in fast paced environment.
- Ability to positively manage large team of casual staff and contractors.
- Excellent organisational and time management skills with demonstrated ability to prioritise tasks and meet tight deadlines.
- Basic computer skills.
- First Aid and Fork Certificates.
- White Card Certificate.
- Experience in an outdoor work environment.