

## Application Kit

### FRINGE WORLD Design and Construction Coordinator

#### *About FRINGE WORLD*

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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 Girls School.

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: <https://fringeworld.com.au/impact-report>

FRINGE WORLD Festival is planned to run from 14 January – 13 February 2022, with the popular event set to be the first major Fringe performance opportunity for artists, amid the COVID-19 restrictions. You can find out more about the Festival's response to COVID-19 [here](#):

#### *About the Role*

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The primary purpose of the Design and Construction Coordinator is to assist the Production, Technical and Marketing teams in all build projects pre-festival, the installation and dismantling of built items on FRINGE WORLD sites and effective storage and inventories post festival.

The role will require the Design and Construction Coordinator to maintain high quality design and build skills that are delivered consistently across workshop and site services during the festival.

## ***Application process***

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Applications are welcome from Australian or international residents who are currently in Western Australia and have a valid visa for the entirety of the contract. Due to COVID-19 restrictions we are unable to accept applications from those not currently in Western Australia or those without a means to enter Western Australia.

In your application, please provide:

- A cover letter (max 2 pages) that addresses the Skills and Experience required for the role;
- Confirmation that you have read and can accept the contract start and end date as listed; and
- A current resume with contact details of two professional referees.

**Application closing date: 5.00pm WST – Sunday 26<sup>th</sup> September 2021**

To apply for the position, email your application to [production@artrage.com.au](mailto:production@artrage.com.au) with DESIGN & CONSTRUCTION in the Subject heading before the application closing date. 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.

If you are unable to submit an application via email or if you have any questions or queries regarding the application process or position, please email us at [production@artrage.com.au](mailto:production@artrage.com.au) addressing your email to Production Manager, Katie Anne Dixon at or call us on (08) 9227 6288.

At ARTRAGE we support and celebrate diversity. ARTRAGE is proud to be an equal opportunity employer. Persons of all backgrounds and beliefs are encouraged to apply.

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

## ***Selection Process***

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Shortlisted applicants will be asked to take part in an interview in October 2021 with the Production Manager and Coordinator. Interviews will be conducted in person at the ARTRAGE HQ Office in Northbridge. Telephone/Skype interviews will be scheduled if an applicant cannot attend in person or if the applicant is sick or symptomatic.

Successful applicant/s will be notified in the week commencing: Monday 25<sup>th</sup> Oct 2021  
Unsuccessful applicants will be notified in the week commencing: Monday 25<sup>th</sup> Oct 2021  
The proposed start date for the position is in the week commencing: Monday 29<sup>th</sup> Nov 2021

## ***Contract Details***

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Salary: Salary information available on request.

Contract Period: Fixed Term Contract: Monday 29<sup>th</sup> Nov 2021 – Friday 18<sup>th</sup> Mar 2022  
Start and end date may vary based on role and availability.

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 / East Perth and other Festival locations in and around Perth as required.

# Position Description

## FRINGE WORLD Design and Construction Coordinator

Reports to	ARTRAGE Production Coordinator & ARTRAGE Facilities Coordinator
Direct Reports	Fringe World Site and Build Crew
Works Alongside	Production, Technical, Marketing and Operations Teams

### *Key Accountabilities*

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#### Planning, Operations and Builds

- Assist Department Managers with build project designs, experimentation and finalisation, technical drawings, and material calculations.
- Adhere to build project timeline allocations, monitor staff progress, and identify and report any reallocations required.
- Ensure directional and dressing signage is constructed, allocated and installed efficiently across all sites.
- Assist ARTRAGE Facilities Coordinator with storage and inventory of all infrastructure.
- Document all site and warehouse infrastructure creating Infrastructure Design Files for all projects and installs.
- Inventory all Production and Signage items pre, during and post festival and provide extensive documentation related to the location of all infrastructure housed at HQ or in storage.
- Comply with all FRINGE WORLD financial control and procurement procedures and processes.
- Prepare a comprehensive report and contribute to debrief post operations.

#### Health and Safety

- Oversee the health and safety of ARTRAGE Facilities, 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 workshops and signage storage is always safe, clean, and organised.
- Ensure working practices adhere to ARTRAGE Health & Safety Policies and Procedures and with broader Health & Safety regulations. In particular, operational delivery must be safe at all times and conforms to the applicable legislative and licensing requirements.

#### 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.

#### 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*

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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.
- Extremely strong 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.
- Auto CAD or technical drawing abilities.