

FRINGE WORLD

Position Description: Fringe World 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 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 Friday 14 January – Sunday 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

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 six Site Managers for the roles. Sharing daytime and evening operations with a weekly rotating roster.

Application process

Applications are welcome from Australian or international residents whom 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 26th September 2021

To apply for the position, email your application to production@artrage.com.au with SITE MANAGER 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 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

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 th Oct 2021
Unsuccessful applicants will be notified in the week commencing:	Monday 25 th Oct 2021
The proposed start date for the position is in the week commencing:	Monday 13 th Dec 2021

Contract Details

Salary: Salary information available on request.

Contract Period: Fixed Term Contract: Monday 13th Dec 2021 – Friday 25th Feb 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.

ARTRAGE

FRINGE
WORLD

Reel
MOVIES

GIRLS
SCHOOL
CINEMA

Position Description

Reports to	FRINGE WORLD Production Manager
Direct Reports	Production, Technical and Operations Team
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 2021 – February 2022

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 and Food and Beverage 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 and within the site office are prepared prior to build commencement and festival opening and refreshed as required.
- Review the Production Schedule, discussing possible alterations and increased efficiencies with the Production Manager and Logistics Coordinator.
- Review Site Plans and Site Briefing documents, familiarising oneself with all infrastructure required onsite and its location.
- 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, Production Coordinator 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 log in and out of deputy 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 and 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 multitask.
- 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.