

Application Kit FRINGE WORLD Technical Coordinator

About FRINGE WORLD

FRINGE WORLD Festival is produced by ARTRAGE, a not-for-profit incorporated association positioned within the dynamic arts and cultural industry in Western Australia.

In 2018, FRINGE WORLD Festival presented its eighth full Festival with great success. Free and ticketed programs attracted more than 900,000 visitors, who immersed themselves in over 730 events presented by over 3000 artists at 150 venues. FRINGE WORLD is now the third largest festival in the World Fringe Alliance, a network of peers in the international Fringe community.

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

FRINGE WORLD Festival will run from 18th January – 17th February 2019.

About the Role

The FRINGE WORLD Technical Coordinator is a full-time fixed term position that assists the Technical Manager with the delivery of the technical aspects of the festival and coordinating technical resources.

The primary purpose of the FRINGE WORLD Technical Coordinator is to assist in all areas of technical planning and operations with a strong focus on scheduling, staff rostering, and internal communication strategies.

The role will require the Technical Coordinator will assist the Technical Manager to oversee coordination, and planning across operations and delivery areas within the Technical department for FRINGE WORLD Festival.

The Technical Coordinator will assist FRINGE WORLD to further develop documented systems and procedures for future applications to enable FRINGE WORLD to meet its business and strategic objectives.

The proposed start date for the position is in the week commencing 3rd September 2018.

Application process

Applications are welcome from Australian and international residents.

In your application, please provide:

- A cover letter (max 2 pages) that addresses the Skills & 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: Midnight WST Thursday 16th August 2018

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 "FRINGE WORLD Technical Coordinator" in the Subject heading before the application closing date. Any questions or queries regarding the application process or position can be directed to the FRINGE WORLD Technical Manager, Simon Cook at jobs@artrage.com.au

By applying 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 FRINGE WORLD Technical Manager via phone or skype from 20th August 2018.

The proposed start date for the position is in the week commencing 3rd September 2018.

Contract Details

Salary:	Salary package information available upon request
Contract Period:	3 rd September 2018 – 29 th March 2019
Working Hours:	The role will be an average of 38 hours per week in the lead up to the festival. Due to the nature of this role, the successful applicant may be required to work reasonable additional hours during peak operational periods.
Working Location:	FRINGE WORLD Offices (Northbridge), Festival Site, and other locations as required.

Position Description

FRINGE WORLD Technical Coordinator

Reports to	FRINGE WORLD Technical Manager
Direct Reports	Venue Technicians, Technical Contractors, Technical Supervisors.
Works Alongside	Production Coordinators, Technical Assistants, Technical Supervisors
Contract Period	Full Time, Fixed Term Contract (September 2018 – March 2019)

Key Accountabilities

Communication

- Maintain an accurate and up to date schedule of activities & operations for all of FRINGE WORLD venues and areas relevant to the department, alongside FRINGE WORLD Technical Manager
- Ensure the effective distribution of the schedule to all technical staff and relevant FRINGE WORLD Staff.
- Alongside FRINGE WORLD Management, liaise with departments including but not limited to Programming and Marketing for contributions to the schedule.
- In conjunction with the Technical Manager produce, manage and distribute documents for reportage from FRINGE WORLD Stage Managers and other FRINGE WORLD Managed Venue Staff and Contractors.

Operations

- In conjunction with the FRINGE WORLD Technical Manager research, plan and deliver the technical elements of FRINGE WORLD produced sites, venues, programs, events and other activities.
- Assist in the creation and implementation of procedures for the tracking of all equipment movements across FRINGE WORLD sites.
- When required, liaise with external suppliers to ensure all equipment arrives and is returned on time.
- In conjunction with the Technical Manager produce, manage and distribute documents for reportage of any damage/loss of FRINGE WORLD's equipment and equipment of external suppliers.
- In delivery periods, assist in all areas of venue operations to ensure that the highest levels of customer service are being met.
- Keep detailed and accurate financial reports to present to the Technical Manager of any expenditure and petty cash reconciliations.
- Ensure that the proper approvals process has been implemented before any expenditure is made.

Team and Development

- Assist the Technical Manager with sourcing, vetting and hiring staff for FRINGE WORLD venues.
- Identify any potential performance issues within the technical department and work with the Technical Manager to resolve them.
- Assist in the delivery the FRINGE WORLD induction & training programs to new Employees.
- Embrace & incorporate the FRINGE WORLD Values in all areas of your work.
- Promote a positive and supportive workplace for all staff.
- Ensure Staff Communications are efficient at all times.

Health & Safety

- Carry out all duties within parameters agreed with FRINGE WORLD Technical Manager and in accordance with appropriate internal and statutory procedures.
- Ensure that the highest levels of OH&S are met during pre-production, bump in, operations and bump out.
- Oversee the health and safety of the team of casual technical staff.
- Notify the FRINGE WORLD Technical Manager of any Health & Safety issues that arise ensuring that responsive remedial works are carried out.
- Produce and maintain Health & Safety records relevant to technical operations as required.

Other Duties

- Undertake any other duties assigned by the FRINGE WORLD Technical Manager, which might reasonably be deemed to be within the status of the job and appropriate to the post.

Experience, Knowledge and Skills

Experience

An experienced industry professional with a solid track record in production and technical expertise, having worked as a Technical Coordinator level in festivals, events, theatres, concert halls, outdoors and performing arts and events contexts across Australia.

Knowledge

- Strong understanding of technical resources
- Experience with project management and task tracking
- Strong understanding of staffing requirements and skillsets for an arts festival environment
- Experience in Microsoft Office suite
- Demonstrated experience with scheduling and rostering

Skills

- Strong interpersonal, verbal and written communication skills
- Strong customer service skills and ability to work in a fast paced environment
- Excellent organisational and time management skills
- Excellent attention to detail
- Ability to work both independently and as part of a large team
- Ability to deliver in high pressure environment and prioritize competing deadlines