



Job Description

Rooftop Movies Program Manager

About Rooftop Movies

Rooftop Movies is Perth's top-shelf outdoor cinema, produced by Artrage Inc. a not-for-profit incorporated association that has been at the forefront of developing arts and culture in Western Australia since 1983 and is the third largest cultural organisation in WA, behind Screenwest and the WA Museum.

Artrage also produces FRINGE WORLD Festival, the largest annual event staged in WA and the third largest Fringe Festival in the world in terms of tickets sold, in addition to a program at Girls School including Girls School Cinema.

Find out more about the positive impact of the FRINGE WORLD Festival and the work of Artrage here: https://issuu.com/artrage/docs/2018_impact_report_issuu

Rooftop Movies is located on the top floor of the CPP carpark in Northbridge and has been entertaining audiences since 2012.

About the Role

The Rooftop Movies Program Manager is a seasonal contract position that manages all aspects of venue operations and delivers an exceptional level of customer service delivery for the pop-up cinema.

The role's key responsibilities include movie programming, coordinating program materials, tracking box office and sales figures against targets along with contract staff and contractor management.

Application process

In your application, please provide:

- A cover letter (maximum of two pages) 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: WST 5pm Monday 27 August.

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 “Rooftop Movies Program Manager” 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 Festival Marketing Director, Joanna Hos at 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.

The start date for the position is in the week commencing 10 September 2018.

Contract Details

Salary: Salary information available on request

Contract Period: 10 September 2018 to 12 April 2019

Working Hours: Pro-rata 3 days a week

Working Location: The role will be mostly at the FRINGE WORLD Offices (Northbridge) and some time at the Rooftop Movies site.

Rooftop Movies Program Manager

Position Title	Rooftop Movies Program Manager
Reports to	FRINGE WORLD Marketing Director
Direct Reports	Venue Supervisors, Box Office and Candy Bar Staff
Works alongside	FRINGE WORLD Production Manager, FRINGE WORLD Marketing Team, FRINGE WORLD Partnership Team, FRINGE WORLD Box Office Manager, FRINGE WORLD Admin Coordinator.

Venue Operations

- Oversee all venue operations with a focus on efficiency and quality customer service delivery encompassing opening, operating and closing procedures.
- Recruit, train and manage venue casual staff including venue supervisors, box office and candy bar staff.
- Liaise with the FRINGE WORLD Production Manager and Venue Supervisors on the maintenance and upkeep of site infrastructure.
- Develop and implement site communications and reportage systems.
- Develop and implement appropriate customer service delivery systems ensuring that handover to office staff is sufficient for the periods when the role is not in the office.
- Manage venue operations contractor relationships including food and beverage providers, audio-visual and security contractors.
- Operate and maintain digital cinema equipment, including sound system, projector and server alongside training Venue Supervisors to effectively operate all equipment.
- Oversee and train the Venue Supervisors in the ingestion of digital cinema content to digital server.
- Testing films, cinematic equipment and sound system alongside the Venue Supervisors and audio-visual contractors.
- Manage venue consumables including stock management and ordering of candy bar, cleaning and box office supplies.

Program Development

- Coordinate and program the selection of films for the Rooftop Movies season with a focus on achieving high average session capacity.
- Manage all liaison with film distributors including the timely delivery and return of digital materials for the film program.
- Manage the timely upload of content to the website and ticketing site for each program release.

Reporting, Finance and Administration

- Oversee the program area budget including tracking and reporting on box office and sales figures against targets.
- With support from other teams, ensure sales targets within the program area are tracked and met.
- Participate in internal and external feedback systems across planning, operations and debrief.

Team and Development

- Embrace the FRINGE WORLD Values in all areas of work.
- Foster the development of positive and communicative working relationships across all delivery areas working on the site.
- Ensure staff and customers are safe at all times and that OH&S requirements are being met.

Other Duties

- Undertake any other duties assigned by the Executive 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.

Qualifications and Experience

- Experience in a producing, project, events or venue management role at a coordinator or management level.
- Experience with managing casual staff to deliver on customer service goals.
- Previous experience in a cinema environment is highly desirable.

Skills

Essential

- Strong interpersonal, verbal and written communication skills.
- Strong customer and stakeholder service skills.
- Demonstrated ability to work in fast paced environment, efficiently plan and prioritise workload.
- Skilled at maintaining a project budget.
- Excellent administrative skills and the ability to implement and maintain efficient records.
- Proven initiative and high levels of self-motivation, including the ability to work unsupervised.
- Ability to work effectively in a team.
- Competency with Microsoft Office suite, including Excel.

Desirable

- Experience with registration, ticketing, CRM or other database