

Application Kit

Production Coordinator

About *FRINGE WORLD*

FRINGE WORLD Festival is the largest annual event staged in WA and the third largest Fringe Festival in the world in terms of tickets sold. The main Festival hub sites that are produced directly by FRINGE WORLD are The Pleasure Garden, the Ice-Cream Factory and the pop-up venues in the Perth Cultural Centre.

FRINGE WORLD is 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.

Alongside the annual FRINGE WORLD 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 Rooftop Movies and 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_issueu

About *the Role*

The primary purpose of the Production Coordinator is to assist the Production Manager and Operations Manager in all onsite logistics, hires and schedules pre, during and post festival operations.

The role will require the Production Coordinator to maintain high quality customer service levels that are delivered consistently across scheduling and site services during the Festival.

Application process

In your application, please provide:

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

Application closing date: 5:00pm WST Monday 3 September 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 PRODUCTION COORDINATOR in the Subject heading before the application closing date. Any questions or queries regarding the application process or position can be addressed to 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 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 17 September 2018.

Unsuccessful applicants will be notified in the week commencing Monday 17 September 2018.

The start date for the position is in the week commencing Monday 24 September 2018 dependent on applicant's availability.

Contract Details

Salary: Salary information available on request.

Contract Period: Monday 24 September 2018 – Friday 22 March 2019

Working Hours: Full-time (38 ordinary hours per week)

Due to the nature of this role, the successful applicant will be required to work additional hours during peak operational periods (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

Production Coordinator

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|------------------------|--|
| Reports to | FRINGE WORLD Production Manager |
| Direct Reports | Production, Technical and Operations Team |
| Works Alongside | Hub Producers, FRINGE WORLD Director, Production Manager & Team, Technical Manager & Team, Operations Manager & Team, Box Office & FOH Teams |

Key Accountabilities

Planning and Operations

- Assist the Production Manager with the scheduling of all hires, purchases and infrastructure deliveries and collections across all Festival hub sites.
- Assist the Production Manager with staff recruitment, rosters, inductions and daily task lists.
- Assist in the creation of Site Management briefings, Warehouse briefings, operational checklists and reportage documents.
- Liaise with all Department Managers ensuring all schedules meet cross-departmental needs.
- Assist Site Management ensuring that incident reports, maintenance logs and site reports are completed and actioned during operations.
- Assist in the management and execution of all site specific or external activations.
- Assist in ensuring all production operations and compliance procedures, set by the Production Manager, are adhered to at all times.
- Prepare a comprehensive report post-Festival.

Financial

- Assist the Production Manager with the quotation process and expenditure tracking.
- Assist the Production Manager with all staff and supplier payment processing.
- Comply with all FRINGE WORLD financial control and procurement procedures and processes.

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.
- Assist in the management and efficiency of all Production team members, resolve performance issues and provide feedback to encourage development.

Health and Safety

- 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.
- Ensure all OH&S Infrastructure onsite has been tested and is compliant.
- Oversee the health and safety of all staff, identify hazards, assess risks and make changes where necessary.

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

An experienced industry professional with a solid track record in scheduling and festival infrastructure, having worked at Coordinator or Management 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 interpersonal, verbal and written communication skills.
- Creative, resourceful and positive attitude towards problem solving.
- Strong project management skills, including budget reportage.
- Strong customer and stakeholder service skills and ability to work in fast paced environment.
- Excellent organisational and time management skills with demonstrated ability to prioritise tasks and meet tight deadlines.
- Ability to positively and calmly manage a large team of staff and contractors under pressure.
- Proficient in Excel, Word, Mac OSX.
- White Card
- First Aid and Forklift certificates.