

Application Kit

FRINGE WORLD Design and Construction 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_issuu

About *the Role*

The primary purpose of the Design and Construction Coordinator is to assist the Production and Technical Managers in all workshop build projects pre-festival, the installation and dismount 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

In your application, please provide:

- A cover letter that (maximum of two pages) 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 Thursday 25th October 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 DESIGN & CONSTRUCTION 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 and Technical Managers 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 29th October 2018

Unsuccessful applicants will be notified in the week commencing: Monday 29th October 2018

The start date for the position is in the week commencing: Monday 12th November 2018

Contract Details

Salary: Salary information available on request

Contract Period: Monday 12th November 2018 – Friday 22nd March 2019

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. (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

FRINGE WORLD Design and Construction Coordinator

Reports to	ARTRAGE Production Coordinator
Direct Reports	N/A
Works Alongside	Production, Technical, Office and Operations Teams

Key Accountabilities

Planning, Operations and Builds

- Assist the Production and Technical Managers with build project design, experimentation and finalisation, technical drawings and material calculations.
- Adhere to build project timeline allocations, monitor staff progress and identify and report any reallocations required with the Production Manager.
- Ensure directional and dressing signage is constructed and allocated efficiently across all sites.
- Assist HQ Facilities Coordinator with storage and inventory of all infrastructure.
- Document all site and warehouse infrastructure creating Infrastructure Design Files for all installs.
- Inventory all Production items pre, during and post festival and provide extensive documentation related to the location of all infrastructure housed at HQ.
- Assist the HQ Facilities Coordinator with facilities upkeep, transport schedules and inventories pre, during and post festival.
- 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 the warehouse, identify hazards, assess risks and make changes where necessary.
- Ensure the workshop 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.

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

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