

## FRINGE WORLD Operations Manager

### About *FRINGE WORLD*

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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 a regional touring program.

Find out more about the positive impact of the FRINGE WORLD Festival and the work of Artrage here.

### About *the Role*

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The FRINGE WORLD Operations Manager will bring experience, expertise, organisational skills, leadership, innovation and forward thinking to the operations and delivery departments.

The primary purpose of the FRINGE WORLD Operations Manager is to oversee the successful delivery of operational requirements at Fringe World Hubs during the Festival and other ARTRAGE activity such as Girls School Cinema, Rooftop Movies and other projects.

This entails the effective delivery of applications to a range of stakeholders including council, authority bodies and other various government departments as required.

As successful applicant will have the ability to;

- Coordinate and deliver written applications as required by the regulatory bodies
- Oversee the appointment, contracting and servicing of site staff and contractors including front of house teams, security personnel, Food and Beverage suppliers and other site contractors
- Maintaining high standards of quality and schedule accuracy including a function calendar, operational hours, site reportage and work health and safety requirements
- Administer and monitor Staff and Contractor Induction systems and liaise with department managers to ensure compliance and training standards are met before operations
- Driving a positive culture on site with a clear emphasis on work health and safety
- Lead and motivate your teams to excel and execute strong productivity

### *Application process*

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Applications are welcome from Australian and international residents.

In your application, please provide:

- A cover letter (max 1 pages) that addresses your Skills and Experience required for the role;
- A current resume outlining similar work experiences from your work history
- Contact details of two professional referees.

**Application closing date: Midnight WST Monday 1<sup>st</sup> July 2019** . Applications received after the closing date will not be accepted.

Email your application to [jobs@artrage.com.au](mailto:jobs@artrage.com.au) with "FRINGE WORLD Operations 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 Director at [jobs@artrage.com.au](mailto:jobs@artrage.com.au)

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. By submitting an application for this position, you acknowledge and accept our Privacy Policy, which is available to view on our website.

### ***Selection Process***

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Shortlisted applicants will be asked to take part in an interview with the FRINGE WORLD Festival Director in Perth on the 4<sup>th</sup> and 5<sup>th</sup> July 2019.

Interviews will be conducted in person. Telephone/Skype interviews will only be scheduled if the applicant is not currently in Perth.

The proposed start date for the position is in the week commencing 1<sup>st</sup> August

### ***Contract Details***

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<b>Salary:</b>	Salary package information available upon request
<b>Contract Period:</b>	Full time, permanent position.
<b>Working Hours:</b>	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.
<b>Working Location:</b>	The role is based at the ARTRAGE office in Northbridge and other Festival locations in and around Perth as required.

# FRINGE WORLD Operations Manager

## Position Description

<b>Reports to</b>	FRINGE WORLD Festival Director
<b>Contract Type</b>	Full Time, Permanent
<b>Direct Reports</b>	FRINGE WORLD FOH Manager, Site Contractors
<b>Works alongside</b>	FRINGE WORLD Management Team including Program, Production, Technical, Marketing, Partnerships and Administration.

### ***Key Accountabilities***

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#### **Organisation and Planning**

- Oversee the delivery of all Development Applications (DAs), Event Management Plans (EMPs) and another Policies and Procedures as per council and stakeholder approval submissions. The Operations Manager will be required to write venue management plans, schedule contractors for specific approvals and provide details on proposed programs to regulatory bodies.
- Contribute to the review, development and improvement of FRINGE WORLD policies, procedures and reportage systems for Operations and onsite activity.
- Oversee the call out, contracting, invoicing for onsite management of Food and Beverage suppliers and related contractors.
- Contribute to the review, development and improvement of work health and safety requirements for FRINGE WORLD Festival staff and contractors.
- Develop and manage the Operational departments' timelines, budgets and schedules.
- Oversee the appointment and management of Festival Site Staff and contractors including but not limited to Front of House, Security, Waste, Compliance, Cleaners and other site service suppliers.

#### **On Site Delivery and Management**

- Ensure effective communication between all Departments related to any onsite activities, events, partner functions or one-off occurrences.
- Identify opportunities for improvement and contribute to the adoption of "best practice" across the organisation.
- Maintain an accurate onsite management schedule to ensure efficient operations for all Fringe staff, suppliers and customers.
- Manage the performance of team members, resolve performance issues and provide feedback to encourage development.
- Actively lead, manage and coach the operations team, encouraging team building and a safe, supportive, inclusive culture across the organisation.
- Embrace FRINGE WORLD Values in all areas of work.
- Cultivate a positive, supportive and inclusive workplace for all staff.

## **OHS and Compliance**

- Administer and maintain an accurate Staff and Contractor Induction system and ensure compliance and training standards are met.
- Contribute to the development of and oversee the coordination of the FRINGE WORLD Handbooks and Induction systems.
- Contribute to the review, development and improvement of policies and procedures to fulfil health and safety legislation and the conditions of all licenses.
- Maintain an awareness of any legislative or other changes that impact festival operations and production and ensure ongoing compliance with all relevant statutory and regulatory work health and safety requirements.
- Oversee the review, development and improvement of all processes that ensure all staff are compliant with statutory approvals and authority requirements

## **Finance**

- Oversee the approved spends in the operations budget including payment schedules, invoice tracking and monitoring of spends within established budget guidelines.
- Ensure efficient and cost-effective resource management of all operational elements.

## **Other Duties**

- Undertake any other duties assigned by the FRINGE WORLD 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.

## **Skills**

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An experienced industry professional with a solid track record in operations, logistics and administration with previous experience in festival, event, theatre, concert hall, outdoor and performing arts event contexts across Australia.

## **Essential**

- Strong written skills, including excellent presentation and accuracy showing admirable leadership and customer focus
- Strong project management skills, including document control and budget reportage ensuring accuracy
- Sound understanding of public building approval processes and events applications in context of local government
- Ability to work in fast paced environment
- Creative, resourceful and positive attitude towards problem solving
- Ability to negotiate and manage service supply contracts

## **Desired**

- Team leadership and management skills
- Highly motivated with the passion to succeed
- Experience in Microsoft Office suite
- Current Driver's License
- OHS Training