

Position Description: HQ Facilities Coordinator

FRINGE WORLD

About FRINGE WORLD

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 Girls School.

FRINGE WORLD aims to provide enduring benefits for artists, audiences and a diverse family of stakeholders through its core operations including the FRINGE WORLD Festival, Rooftop Movies as well as future events and programs.

Find out more about the positive impact of the FRINGE WORLD Festival and the work of ARTRAGE here: <https://fringeworld.com.au/impact-report>

FRINGE WORLD Festival is planned to run from 15 January – 14 February 2021, with the popular event set to be the first major Fringe performance opportunity for artists, amid the COVID-19 restrictions. You can find out more about the Festival's response to COVID-19 [here](#):

About the Role

The primary purpose of the HQ Facilities Coordinator is to assist the Production and Technical Managers in all site compliance and facilities management for FRINGE WORLD, ensuring effective storage and inventories post festival.

The role will require the HQ Facilities Coordinator to maintain high quality oversight of OHS and operations within FRINGE WORLD Facilities and ensure that they are that are delivered consistently and effectively.

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Application process

Applications are welcome from Australian or international residents whom are currently in Western Australia and have a valid visa for the entirety of the contract. Due to COVID-19 restrictions we are unable to accept applications from those not currently in Western Australia or those without a means to enter Western Australia.

In your application, please provide:

- A cover letter (max 2 pages) that addresses the Skills and 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: 5:00pm AWST Sunday 25th October 2020

To apply for the position, email your application to jobs@artrage.com.au with FACILITIES COORDINATOR in the Subject heading before the application closing date. 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.

If you are unable to submit an application via email or if you have any questions or queries regarding the application process or position, please email us at jobs@artrage.com.au addressing your email to Katie Dixon, Production Manager at or call us on (08) 9227 6288.

At ARTRAGE we support and celebrate diversity. ARTRAGE is proud to be an equal opportunity employer. Persons of all backgrounds and beliefs are encouraged to apply.

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 November with the Production Manager and Coordinator. Interviews will be conducted in person at the ARTRAGE HQ Office in Northbridge. Telephone/Skype interviews will be scheduled if an applicant cannot attend in person or if the applicant is sick or symptomatic.

The proposed start date for the position is in the week commencing Monday 23rd November.

Contract Details

Salary: Salary package information available upon request.

Contract Period: 23 November 2020 – 19 March 2021

Working Hours: Full-time (38 hours per week) between 23 Nov 2020 – 19 Mar 2021

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Due to the nature of this role, the successful applicant may be required to work reasonable additional hours during peak operational periods.

Working Location: The role is based at the ARTRAGE office in Northbridge, with time spent at Girls School, East Perth and other Festival locations in and around Perth as required.

HQ Facilities Coordinator

Reports to	ARTRAGE Production Manager and Fringe World Technical Manager
Direct Reports	Nil
Works Alongside	Build & Site Crew, Site Managers, Production and Technical Coordinators, Food and Beverage Coordinator

Key Accountabilities

HQ Operations and Planning

- Assist to create the bump in and out schedule with a focus on the effective transport of warehouse infrastructure to and from festival sites and storage.
- Maintain all compliance related infrastructure and equipment.
- Ensure all staff have appropriate access to required tools, site infrastructure and venues.
- Create effective vehicle management and monitoring processes.
- Assist in the management and execution of all site specific or external activations.
- Assist all Department Managers with storage and inventory of all infrastructure.
- Inventory all Production items pre, during and post festival and provide extensive documentation related to the location of all infrastructure housed at HQ.
- Comply with all FRINGE WORLD financial control and procurement procedures and processes.
- Prepare a comprehensive report and contribute to debrief post operations.
- Maintain existing tools and complete maintenance as required.

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.

Health and Safety

- Oversee the health and safety of the warehouse, identify hazards, assess risks and make changes where necessary.
- In consultation with the Production Manager, implement safe working practices for all staff working in the facility.
- 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.

Other Duties

- Undertake any other duties assigned by the Executive Team and ARTRAGE 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.
- Strong interpersonal, verbal and written 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.
- Basic Computer Skills.
- Auto CAD or technical drawing abilities desirable.
- Safety Training and OHS skills desirable.