

Application Kit

Fringe World Site and Build Crew

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 14 January – 13 February 2022, 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 Build and Site Crew is to assist the Production Department with all workshop builds, carpentry, signage and design installations, venue construction and site dressing requirements for Girls School Cinema, Rooftop Movies, Fringe World or any other activations.

Application process

Applications are welcome from Australian or international residents who 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 WST Sunday 21st November 2021

To apply for the position, email your application to production@artrage.com.au with SITE & BUILD 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 production@artrage.com.au addressing your email to Production Manager, Katie Anne Dixon 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 notified via telephone or email. If necessary and interview will be held in November or December.

Contract Details

Salary:	Salary information available on request.
Contract Period:	Seasonal Employee
Working Hours:	As Rostered – November 2021 to March 2022
Working Location:	The role is based at the FRINGE WORLD office in Northbridge / Perth City / East Perth and other Festival locations in and around Perth as required.

Position Description - Festival Build & Site Crew

Reports to	Production Coordinators & Site Managers
Direct Reports	N/A
Works Alongside	Production, Technical, Office and Operations Teams

Key Accountabilities

Planning and Operations

- Assist with build projects and become familiar with necessary infrastructure and workshop procedures.
- Assist with methodical deliveries of internal infrastructure during bump in, operations and bump out.
- Assist in the build and pack of venues and sites alongside the Production and Technical Management Team.
- Complete daily tasks list as instructed by Site Managers or Production Coordinators and report any uncompleted activities or possible delays promptly.
- Identify any damage to site infrastructure or venues, inform Site Managers and repair accordingly.
- Be aware of and adhere to all regulations and requests set by the Production Management Team.
- Contribute to maintaining a safe, clean and orderly warehouse and site at all times.
- Return all tools or unused consumables to the Site Office or warehouse at the end of each working day.
- Assist other departments in the transport of goods required onsite.
- Ensure all requested receipts and paperwork is submitted to the Business Director on time.
- Complete timesheets on a daily basis for review and sign off.

Team and Development

- Develop a close working relationship and work collaboratively with the FRINGE WORLD Production, Operations and Site Staff.
- Work collaboratively with team members and other colleagues in order to meet organisational objectives.
- Embrace the FRINGE WORLD Values in all areas of work.

Health and Safety

- Complete Site and Workshop Safety Inductions.
- Notify the manager of any Health and Safety issues that arise in the workshop or onsite.
- Ensure working practices adhere to the FRINGE WORLD Health and Safety policies and procedures.
- Ensure contractors working onsite are adhering to the FRINGE WORLD Health and Safety policies and procedures.

Other Duties

- Undertake any other duties assigned by the FRINGE WORLD Production 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 and Experience

- Knowledge of festival related infrastructure, equipment and procedures.
- Extremely strong communication skills.
- Creative, resourceful and positive attitude towards problem solving.
- 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 manage a large team of staff and contractors positively and calmly under pressure.
- White Card
- Driver's License
- First Aid and Forklift certificates desired