

ARTRAGE

SITE AND BUILD CREW

POSITION DESCRIPTION

POSITION TITLE: Site and Build Crew

DEPARTMENT: Production

PROJECTS: FRINGE WORLD Festival December 2024 – March 2025
Rooftop Events April 14 – 24 2025

REPORTS TO: Production Coordinators, Site Managers, and Team Leaders

DIRECT REPORTS: NA

AWARD: Live Performance Award – Production and Support Staff Level 2
\$32/hr, base rate

ARTRAGE x FRINGEWORLD

ARTRAGE Inc. is a not-for-profit charity and one of the oldest arts organisations in Western Australia. For over thirty years, ARTRAGE has developed and presented numerous key cultural events and festivals including most recently Rooftop Movies (est. 2012), Girls School Cinema (est. 2018) and FRINGE WORLD Festival (est. 2011).

OUR PURPOSE is to enrich and evolve the culture of Western Australia.

OUR VISION is to embed ARTRAGE event in the hearts and minds of all Western Australians.

OUR MISSION is to provide enduring benefits for artists, audiences, and a diverse family of stakeholders through providing events with a global appeal.

Find out more about the impact and the work of ARTRAGE [here](#).

ACCESS

At ARTRAGE we support and celebrate diversity.

ARTRAGE is proud to be an equal opportunity employer and reviews all job applications free of any bias and provides an inclusive work environment regardless of a person's sex, gender history, sexual orientation, age, race, religious or political beliefs, marital, pregnancy or family status.

ROLE OVERVIEW

The Site and Build Crew will assist the Production Department with all workshop builds, onsite carpentry, signage and design installations, venue construction and site dressing across ARTRAGE sites.

Site and Build Crew require a passion for creation, assembly and installation and the successful candidates will have proven construction and/or event experience.

ROLE DUTIES

General

- 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.
- Always maintain a safe, clean, and orderly warehouse and festival site.
- 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 daily for review and sign off.

Skills Required

- Knowledge of festival related infrastructure, equipment, and procedures.
- Creative, resourceful, and positive attitude towards problem solving.
- Excellent organisational and time management skills with demonstrated ability to prioritise tasks and meet tight deadlines.
- White Card (Mandatory)
- Driver's License desired
- First Aid and Forklift certificates desired

Team and Development

- Participate in internal and external feedback systems across planning, operations and debrief.
- Foster the development of positive and communicative working relationships.
- Embrace the ARTRAGE Values in all areas of work

Location

Subject to State Government Guidelines, the role will operate from the ARTRAGE HQ Office – 616 Hay Street, Perth. This is an active on-site role and will also be based across all relevant ARTRAGE Event sites when required.

Application Process

In your application, please provide:

- A cover letter (max 2 pages) that addresses the Skills and Experience required for the role;
- Confirm your availability and any unavailability over the period of December to March; and
- A current resume with contact details of two professional referees.

Application closing date: **5pm AWST Sunday 24th November 2024**

To apply for the position, email your application to Kate Brennan, Production Manager, at logistics@artrage.com.au with SITE and BUILD CREW 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 online or if you have any questions or queries regarding the application process or position, please email us at hello@artrage.com.au or call us on (08) 9227 6288.

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