



FOOD & BEVERAGE SITE SUPERVISOR

Position Description

POSITION TITLE: ARTRAGE Food & Beverage Site Supervisor

DEPARTMENT: Operations

TERM: 7 December 2026 - 5 March 2027 (Fixed Term)

REPORTS TO: ARTRAGE Food & Beverage Coordinator

DIRECT REPORTS: FRINGE WORLD Bar and Logistics Staff

SALARY: \$73,000 per annum calculated on pro rata basis

ARTRAGE INC

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 – to bring artists and audiences together to share in extraordinary experiences

OUR VISION – the arts are embraced as an integral cultural driver

OUR MISSION – to create spaces where creativity thrives and where artists and audiences connect

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 Food & Beverage Site Supervisor will bring strong operational experience, leadership, organisational skills and hands-on support to the Operations team, playing a key role in the delivery of ARTRAGE's major events. Working closely with the Food & Beverage Coordinator, and alongside the Front of House Site Supervisor, Production team and food and beverage suppliers, this role supports the day-to-day on-ground delivery of food and beverage operations across ARTRAGE events, including FRINGE WORLD Festival and Rooftop Movies.

This role is responsible for supporting the smooth and efficient delivery of on-site bar, food and reusable cup scheme operations across FRINGE WORLD Festival and Rooftop Movies event sites. Key responsibilities include supervising bar operations, coordinating stock control and re-stocking, supporting bar builds and bump-in/out, maintaining bar procedures and POS systems, and assisting with supplier and contractor coordination. The role also supports front of house and wider operational logistics where required, ensuring all food and beverage spaces are set up, maintained and operated to a high standard.

As a hands-on, site-based role, the Food & Beverage Site Supervisor will lead and support casual bar and logistics staff, uphold excellent customer service standards, and help ensure safe, efficient and compliant operations throughout the event period. The role also supports food and beverage administration, reporting and stock management, while working collaboratively with internal teams to deliver a seamless patron experience.

This is a fast-paced role at the heart of event operations and is suited to an experienced food and beverage or bar professional with strong leadership skills, excellent organisational ability and a practical, solutions-focused approach. Combining administrative coordination with physical on-site responsibilities, the role requires someone confident supervising teams, managing stock and supporting venue operations in a high-pressure live event environment.

ROLE DUTIES

GENERAL

- Support the Food & Beverage Coordinator in the day-to-day delivery of food and beverage operations across Rooftop Movies and FRINGE WORLD event sites.
- Assist in maintaining high standards of service, presentation and customer experience across bars, concessions and catering operations.
- Provide on-ground operational support during service periods, helping to troubleshoot issues and ensure smooth service delivery.
- Assist with the delivery of special events, activations, functions and catering requirements as directed.
- Support stock ordering, replenishment, storage and stock control processes across food and beverage outlets.
- Assist with stock handling procedures, stocktakes, reconciliations and reporting as directed.
- Support the transport, setup and pack-down of food and beverage stock, equipment and service materials across event sites.
- Assist with the setup, maintenance and pack-down of bars, cups, food vendors, POS systems and food and beverage equipment.
- Work with the Operations and Production teams to support bump-in and bump-out of food and beverage infrastructure and service areas.
- Monitor the cleanliness, functionality and presentation of bar and back-of-house areas, escalating issues where required.
- Supervise casual food and beverage and bar staff onsite, providing day-to-day direction and support during event delivery.
- Assist the Food & Beverage Coordinator with staff training, inductions and implementation of service standards and procedures.
- Support roster implementation and maintain a positive, professional and customer-focused team culture onsite.
- Support the coordination of food vendors, beverage suppliers and catering providers onsite.
- Assist in maintaining compliance with RSA, food safety, licensing and workplace health and safety requirements.
- Maintain accurate stock and operational records, and assist with food and beverage administration, invoice processing and post-event reporting as required.
- Undertake other duties as reasonably directed by the Food & Beverage Coordinator or Operations Manager within the scope of the role.

DEVELOPMENT, ORGANISATION AND PLANNING

- Work alongside all departments to develop and maintain project management and staffing software for each activity.

- Maintain and uphold departmental documents, training materials and knowledge bases to ensure the sharing of institutional knowledge among team members.
- Collaborate with the delivery teams on builds, purchase and overall improvements and maintenance to ARTRAGE facilities or activities.
- Maintain accurate staff and supplier contact lists.

COMPLIANCE & GOVERNANCE

- Ensure working practices adhere to ARTRAGE Health & Safety Policies and Procedures and with broader Health & Safety regulations. Delivery must be always safe and conform to the applicable legislative and licensing requirements.
- Seek and devise methods to minimise the environmental impact of the festival and improve overall sustainability and accessibility.
- Notify direct Manager of any Health or Safety issues that arise and assist in ensuring that responsive remedial works are carried out.

TEAM COORDINATION & DELIVERY

- Provide line management, operational support, guidance, and supervision to on ground food and beverage teams.
- Assist onsite staff when required, ensuring that incident reports, maintenance logs, site reports and schedule updates are completed and actioned during all event operations.
- Where necessary assist with onsite physical activities.
- Take part in various department debriefs, post event or activation and prepare reports and actionable tasks for improvement.
- Foster the development of positive and communicative working relationships.
- Embrace the ARTRAGE Values in all areas of work.

SKILLS & EXPERIENCE REQUIRED

- Proven experience in supervising venues and/or food & beverage staff.
- Exceptional time management skills.
- Experience in managing food and beverage in live entertainment venues.
- Ability to supervise staff and collaborate with a diverse range of individuals.
- Experience in high-profile, fast paced, and dynamic environments.
- Background in event or festival management.
- Reliable with the ability to work flexible shifts, including weekends and evenings.

REQUIRED QUALIFICATIONS

- Senior First Aid
- High Risk Work License (Forklift)
- Working With Children's Check
- Food Safety Supervisor Certificate
- WA Driver's License (C Class minimum)
- Approved Managers Certification
- Responsible Service of Alcohol Certification

BENEFITS

- A rare opportunity to work on some of WA's most iconic and creative public events, contributing to the vibrancy of the Arts in the State.
- ARTRAGE social events, Pass Holder benefits to events and hospitality offerings.
- Flexible Work Culture including flexible start and finish hours between 8am – 6pm.
- Access to our Employee Assistance Program and Wellbeing Programs (EAP).

LOCATION

This role will operate from the ARTRAGE HQ Office in Perth CBD.

This is also an active on-site role and will also be based across all relevant ARTRAGE event sites when required.

Ensure availability for regular evening and weekend work during all activations or events.
