



ROOFTOP MOVIES VENUE MANAGER

Position Description

POSITION TITLE:	Rooftop Movies - Venue Manager
DEPARTMENT:	Operations & Programming
TERM:	Casual, Fixed Term: 5 October 2026 - 25 March 2027
REPORTS TO:	Operations Coordinator / Managing Producer
DIRECT REPORTS:	Rooftop Movies Cinema Team
AWARD & RATE:	Broadcasting, Recorded Entertainment and Cinemas Award Cinema Worker, Level 6 \$ 43.39 hourly (+ Super)
APPLICATIONS CLOSE:	17 August, 2026 (5.30pm AWST)

ABOUT ARTRAGE

ARTRAGE 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), RE//PERTH Winter Arts Festival (est. 2024) and FRINGE WORLD Festival (est. 2011). [Click here](#) to learn more about the impact and work of ARTRAGE.

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

ABOUT THE ROLE

In this role, you will assist the Programming, Operations and Production teams to deliver the Rooftop Movies 2026/27 season to excellent quality, prioritising visitor experience and team wellbeing.

The Venue Manager reports to the Operations Coordinator and will work alongside the Managing Producer and Program Coordinator to coordinate a team of casual Rooftop Movies Bar, Box Office and Food staff. The Venue Manager will also train and manage Assistant Venue Managers.

This is an exciting position for an events and venue manager with passion for high-quality audience experience and adding vibrancy to Perth. The successful applicant will have a passion for events, working as a team, a curiosity for learning and drive in productivity.

This position is well suited to those who identify as tech-savvy, methodical and detail-orientated. Duties will include rostering and processing timesheets via Deputy, managing film & projector content, stock management as well as integrating all work into our collaborative workflow system, Asana.

The successful candidate will have strong problem-solving skills, enjoy working in a team but are also comfortable working autonomously and enjoy taking initiative in day-to-day tasks. This role is comprised of physical onsite responsibilities with additional administrative duties in the office, with time split between managing the operations of Rooftop Movies during public hours and completing administrative work at the ARTRAGE HQ Office located in Hay Street Mall, Perth CBD.

ROLE DUTIES

EVENT & VENUE ADMINISTRATION

- Ensure all event planning is executed onsite and work cohesively with the ARTRAGE team from event planning through to delivery, operations and review.
- Assist in delivery and maintenance of staff briefing documents, operational checklists and reportage systems.
- Work with the Operations team to manage and monitor stock levels for the Bar, Candy Bar and Food Vendor operations, ensuring adequate stock levels throughout the season.
- Work to and maintain a rapport with Rooftop Movies staff, ensuring prioritisation of safety and wellbeing for all.

- Lead the set up and pack down of cinema seating, attending to any dirty and/or damaged beanbags as required.
- Direct high quality customer service with attention for detail for the customer experience, ensure efficient and speedy resolution to site operations.
- Work with the Audience Support team to resolve any complaints that arise from attendees.
- Cultivate and maintain relationships with suppliers and clients by promptly answering calls and responding to email enquiries.

TEAM & DEVELOPMENT

- Manage inductions, rostering & timesheets for Rooftop Movies casual site staff via HART and Deputy.
- Lead on Rooftop Movies staff communications, keeping staff informed and across new project developments and team updates.
- Train new and returning staff on on-site procedures and processes, ensuring high levels of customer service excellence.
- Liaise with external suppliers for additional staff resourcing where required.
- Participate in internal and external feedback systems across planning, operations and debrief.
- Foster the development of positive and communicative working relationships, both within the ARTRAGE organisation and with external stakeholders.
- Embrace the ARTRAGE Values in all areas of work.

FILM PROGRAM ON-SITE DELIVERY

- Manage and maintain the DCP and KDM Logs, keeping track of all incoming and outgoing films and associated KDMs.
- Transfer DCPs from ARTRAGE HQ Office to site and manage dispatch of DCPs back to distributors.
- Act as the Film Projectionist, overseeing sound, lighting and on-screen projections.
- Manage ingesting and on-site show building to create seamless patron viewing experiences.
- Collaborate with the Program Coordinator to ensure Advertising and Partnership on-screen deliverables are met.
- Problem-solve any technical issues that may arise and escalate as required to resolve efficiently and effectively.

SPECIAL EVENTS AND FUNCTIONS

- Lead on-site delivery of special events and private functions, participating in planning & debrief sessions.
- Collaborate with the Operations team to ensure efficient delivery of private events and corporate bookings at Rooftop Movies.

SYSTEMS, REPORTING & ADMINISTRATION

- Maintain the Rooftop Movies project team resources and training materials in Knowledge Base, updating information to ensure relevancy and accuracy.
- Support the updates of internal systems upkeep.
- Work to allocated budget lines and process accounts payable as required.
- Comply with all ARTRAGE financial controls and procurement procedures and processes.

OH&S and COMPLIANCE

- Ensure working practices adhere to ARTRAGE Health and Safety Policies and Procedures and with broader Health and Safety regulation. Delivery and execution must always be safe and conform to the applicable legislative and licensing requirements.
- Seek and devise methods to minimise the environmental impact of activations and improve overall sustainability and accessibility where possible.
- Notify direct Manager of any health or safety issues that arise and assist in ensuring that responsive remedial work is carried out.

OTHER DUTIES

- Undertake any other duties assigned by the ARTRAGE Executive Leadership 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.
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SKILLS & EXPERIENCE REQUIRED

- Excellent written and verbal communication skills
- Excellent attention to detail
- Ability to work well both autonomously and as part of a team
- Ability to adapt in a fast-paced environment
- Strong knowledge of Office Suite (Excel, Word, Outlook)
- Some technical experience or the willingness to learn new skills involving AV
- Arts industry and/or Festival & Events experience.

QUALIFICATIONS REQUIRED

- Approved Manager Card
- Responsible Service of Alcohol
- Working With Children Check (WA)
- Food Safety Supervisor Training – SITSS00069 (or recognised equivalent)

SKILLS & EXPERIENCE DESIRED

- Knowledge of a work management tool, such as Asana
- Casual staff management and rostering experience (via Deputy rostering system)
- Hospitality experience
- Some experience in maintenance and repair

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; Work From Home (One day per week), flexible start and finish hours between 8am – 6pm.
- Access to our Employee Assistance Program and Wellbeing Programs (EAP).

**subject to policies.*

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.

LOCATION

This role will operate from the ARTRAGE HQ Office (Hay Street Mall, Perth), and Rooftop Movies (68 Roe Street, Northbridge). Ensure availability for regular evening and weekend work during all activations or events.

WORKING HOURS

This is a casual position, with weekly hours falling between 28 to 40 hours per week, consisting of approximately 1 Day at the ARTRAGE office and 3-4 shifts per week at Rooftop Movies. This is subject to change, depending on venue operations. Rostering will be a collaborative process between the Venue Manager and Operations Coordinator to ensure best efficiency and working experience.

The successful candidate will be required to be present at Rooftop Movies opening week from 6pm to late, from 28 October to 30 October, to ensure successful launch of the season.

APPLICATION PROCESS

Please read the material carefully and submit your application prior to the closing date.

Complete the form to submit your application: [link HERE](#)

APPLICATIONS CLOSE: 30 August 2026 11.59pm (AWST)

Applications received via email or after the closing date will not be accepted.



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.

ARTRAGE supports and celebrates 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.