

Thank you for your interest in Merrigong Theatre Company's current vacancy for

Facilities Coordinator

Please note all applications must include:

1. A current CV including:
 - a. Full name
 - b. Phone number/s
 - c. Email address
 - d. Mailing address
 - e. Contact details for at least two referees

2. Responses to the selection criteria. You should directly respond to each of the Essential and Desirable Criteria outlined in the position description. Your application **may not be considered** if this is not included.

Notes for addressing the selection criteria:

You need to include a short paragraph explaining and describing how you meet each and every selection criteria (essential & desirable) listed in the Position Description, giving examples wherever possible. You should include details that highlight your experience, skills, knowledge and qualifications that are relevant to the position.

Applications for this position close at 5pm on Friday 27 October 2017. Applications should be emailed directly to recruitment@merrigong.com.au or posted to:

Attention: Recruitment
Merrigong Theatre Company
PO Box 786
Wollongong NSW 2520

If you require further information about the position, please do not hesitate to send an email to recruitment@merrigong.com.au including a phone number if you would like a return call. This is a full time position however for the right applicant we would be willing to consider a part time arrangement.



Position Description

<u>POSITION:</u>	Facilities Coordinator
<u>LEVEL/AWARD:</u>	Level 8 / Live Performance Award 2010
<u>CATEGORY:</u>	Permanent – Full time

POSITION OBJECTIVES:

1. Coordinate the safety & security functions of the Company.
2. Coordinate maintenance to the building, plant & equipment to ensure the venues operate effectively and safely as performing arts venues, and comply with the relevant statutory requirements.

KEY RESPONSIBILITIES

Objective 1

- Work with the Production & Technical Manager to ensure a high level of departmental efficiency.
- Liaise with the Facilities Assistant to ensure the Town Hall is manned during contracted opening times.
- Be a member of the WH&S committee.
- In liaison with WCC and the Company's security contractor, ensure a high level of security is maintained at all times. This includes ensuring the systems are well maintained and information is up to date.
- Train all new staff and contractors in security procedures.

Objective 2

- Arrange maintenance of the buildings, plant and machinery according to the agreed maintenance schedules and in liaison with WCC where appropriate.
- In liaison with WCC arrange regular maintenance and inspections relating to statutory compliance and maintain a register of all such activity.
- Manager and escort contractors and suppliers on site and co-ordinate and maintain the Contractors register both front and back of house.
- Ensure a high quality appearance of the Company's venues with a focus on customer needs.
- Plan for future projects, including assessing budget options and prioritising works.
- Action maintenance requests arising from the Front of House Manager and Duty Tech reports in a timely manner.
- Maintain systems and services relating to the buildings, such as air conditioning & phones system.

General

- Other duties as required by the Production & Technical Manager within the scope of the position.

- Attendance at weekly Team meeting.

ORGANISATIONAL RELATIONSHIPS

Reports To:	Production & Technical Manager
Internal Liaisons:	Facilities Assistant and all other staff, volunteers, contractors.
External Liaisons:	Professional performing arts practitioners Suppliers / contractors Patrons Council Staff

SKILL REQUIREMENTS

Essential Criteria

- Ability to perform maintenance.
- Ability to prioritise.
- Project management experience.
- Ability to work with a high degree of autonomy.
- Ability to communicate effectively with contractors, customers and staff.
- Working understanding of WH&S principles and regulations.
- Experience working within a close team in a demanding environment.
- A valid driver's license.

Desirable Criteria

- Experience in the use of Microsoft Office and other software/database programs relevant to this position.
- Ability to interpret building compliance codes.
- Experience in liaising with trade contractors and service suppliers.
- Trade certificates.

Attributes

- Have a commitment to a safe and efficient working environment.
- Positive and approachable attitude.
- Reliable.
- Be a highly organised person with a focus on processes and procedures.
- Ability to work autonomously.