

**POSITION DESCRIPTION**  
**VENUE MANAGER**  
**THE SYDNEY FRINGE FESTIVAL**

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POSITION:	Venue Manager
LOCATIONS:	Various
REPORTS TO:	Operations Manager (Hubs)
WORKS WITH:	Sydney Fringe Team, Casual Festival Staff, Artists, Volunteers
EMPLOYMENT TYPE:	Casual Employee
REMUNERATION:	Level 6 LPA Award – (Production and Support Staff Level 6) \$34.79 + Super (Monday - Saturday) \$62.62 + Super (Sunday)
EMPLOYMENT PERIOD:	Monday 26 <sup>th</sup> August - Friday 4 <sup>th</sup> October 2023. A 4-hour paid training and induction will occur mid-August. A full roster will be provided prior to commencement.

**ABOUT THE SYDNEY FRINGE**

The Sydney Fringe Incorporated is a cultural industries organisation and advocacy group for the live arts and music sectors. The Sydney Fringe Festival was established in 2010 ([www.sydneyfringe.com](http://www.sydneyfringe.com)) and has received widespread industry support and engagement from the artistic community. In 2023, 2181 artists were featured in 400 events across all disciplines in 80 venues. Close to 100,000 people attended the event that generated over \$34 million in economic impact.

Assisting artists is at the forefront of everything we do. Sydney Fringe offers a professional platform from which emerging, early career and professional artists can promote their work to new audiences. The Sydney Fringe strives to ensure that all artists have a positive Fringe experience. We believe that Sydney's independent artists are what make this city so great, and as such we are dedicated to promoting the independent sector to Sydney's mainstream audiences.

The Sydney Fringe team goes to great lengths to ensure that audiences, artists, and venues have a successful festival experience; this is the essence of what makes the Sydney Fringe so unique and is essential to the success of our festival.

## OUR VISION

To be celebrated as one of the world's leading Fringe Festivals.

## OUR PURPOSE

To champion the independent cultural sector, placing it at the heart of Sydney.

## OUR VALUES

Expression; Access; Connection; Integrity; Excellence

## ABOUT THE POSITION

We are looking for experienced Venue Managers with strong operational and customer service experience to join our vibrant festival staff team. Reporting to the Operations Manager, our ideal candidates will have experience working within the hospitality and/or arts industry in a festival environment, theatre, or live entertainment venue.

## THE ROLE

- Manage the venue and overall operations of the festival shows and events while on shift
- Manage front of house volunteers, technical operators and bar staff where applicable
- Act as a representative of Sydney Fringe Festival when working with stakeholders and the public
- Liaise with external stakeholders and producers to ensure the success of all shows and events
- Engage and provide fantastic customer service to patrons, artists, VIPs and crew
- Ensure compliance with all legislative requirements and Fringe policies
- Ensure performances commence and run to time
- Responsible for the open and close of the venue each day
- Daily management of the Venue (including bump in and bump out as required)
- Ensure the Venue is fully operational at scheduled times
- Complete daily checklists and stock takes and advise the Operations Manager of anything lost/damaged or in need of replenishment
- Liaise with Festival Staff and provide reports and data as required to the Operations Manager
- Undertake any reasonable duties as required by the Operations Manager

## ABOUT YOU

- Demonstrated experience in the management of an entertainment venue, festival and/or theatre
- Demonstrated experience in Compliance and Risk Management
- Experience & awareness working with D/deaf & disabled community
- Experience within WHS policy implementation, as well as emergency response development
- Excellent interpersonal and communication skills and the ability to manage a team of staff and volunteers
- Decision making across all areas of the position and works effectively independent of supervision
- Ability to show initiative and work collaboratively to problem solve and work efficiently
- Ensure accurate record keeping and documentation of attendance, show reports and operational issues
- Respect the contribution volunteers make to the not-for-profit sector and the Sydney Fringe Festival operation
- Maintain a professional and positive attitude in fast paced work environment
- Values consistent with the goals and philosophy of The Sydney Fringe
- Have a valid or willing to obtain First Aid Certification
- Have a valid or willing to obtain a Working with Children Check for NSW (if applicable)
- Have a valid or willing to obtain a Responsible Service of Alcohol Certification (if applicable)

## INHERENT PHYSICAL REQUIREMENTS

The physical requirements of your position are consistent with those of a Venue Manager in a major festival. The Sydney Fringe encourages you to advise us of any access needs (pre-existing, or any that may arise) that may have impact on your work. We are committed to ensuring access requirements are met.

## DIVERSITY AND OPPORTUNITY

Sydney Fringe provides equal access to all employees and volunteers without regard to race, colour, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information or marital status.

## HOW TO APPLY

Applications are processed through Deputy HR. The link to the application page is [HERE](#)

As part of your initial application, you will be asked to upload a CV as well as a Cover letter that should respond to the position description and address the selection criteria and include. Additionally, you are required to upload a short video recording of up to 1 minute addressing your reasons for applying, your experience and background and why you would be a good fit for the role.

Please note that applications are not considered if submitted via email. Applications must be sent through Deputy.

## **Applications close 5pm, Friday 5<sup>th</sup> July 2024**

Should you have any further questions regarding the position or your application, please contact Isaac Broadbent – Operations Manager on [production@sydneyfringe.com](mailto:production@sydneyfringe.com) or call 02 7813 4527 for a confidential chat.