



# Position Description

## Operations and Event Coordinator – St Kilda Festival

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

**POSITION TITLE:** Operations and Event Coordinator

**Award Classification:** Band 5

**Department:** City Growth and Culture

**Division:** City Growth and Organisational Capability

**Date Approved:** October 2021

**Approved By:** Manager City Growth and Culture

### ORGANISATIONAL RELATIONSHIPS:

**Reports To:** Festivals Production Manager

**Supervises:** Casual Festival Staff

**Internal Stakeholders:** Council Employees and Managers, Executive Team and Councillors

**External Stakeholders:** Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

### POSITION OBJECTIVES

- Under the direction of the Operations Manager, complete general site logistical tasks to ensure a safe, effective and smooth running Festival site.
- Assist the Operations Manager with the coordination of schedules, databases and regular document maintenance whilst liaising with Festival suppliers and liaising with contractors and partners.
- Coordinate procurement and delivery of key festival infrastructure and hardware.



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### KEY RESPONSIBILITY AND DUTIES

- Coordinate the sourcing and procurement of required festival hardware, tools, minor resources and infrastructure.
- Liaise with local business involved with the Festival to assist with set out of their trading footprint during festival period.
- Develop plans for installation and distribution of festival infrastructure across event sites and days. Including generating Festival signage installation guide as well as conduct audit of current signage stock.
- Assist the Operations Manager with running orders, resourcing plans and rostering of casual build and delivery staff, production schedules, liaising with contractors and distribution of key documentation.
- Monitor crews and contractors to ensure safe work practices are being adhered to throughout the Festival site.
- Coordinate and manage a range of general onsite labour tasks throughout the St Kilda Festival site.
- Other duties as mutually agreed

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for the coordination of site logistics for the St Kilda Festival under the direction of the Operations Manager.
- Responsible for the implementation of all signage for the St Kilda Festival under the direction of the Operations Manager.
- Contribute to and assist with production planning and related policy development for the St Kilda Festival.
- This role is guided by Council policies and strategies, including the Council Plan.

### JUDGMENT AND DECISION MAKING

- Judgement and ability to provide accurate and appropriate information and advice suitable to the varied needs of service users and the public in relation to the St Kilda Festival
- Application of established skills and experience for problem solving related to technical matters.
- Required to make decisions on day-to-day basis under broad direction with guidance and advice usually available.



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### **SPECIALIST SKILLS AND KNOWLEDGE**

- Demonstrated professional experience in planning, project management and communication
- Demonstrated coordination and organisational skills in the event industry. Ability to read site plans.
- Ability to meet short deadlines and maintain high level of work standards.
- Understanding of the goals of the St Kilda Festivals team and knowledge of the long term goals of the wider organisation.

### **MANAGEMENT SKILLS**

- Ability to manage own time, plan & organise own work.
- Ability to prioritise and effectively manage time (and staff), particularly in times of high stress.
- Ability to communicate policies and procedures to production staff under supervision, including but not limited to, Occupational Health and Safety policies, procedures and techniques.

### **OCCUPATIONAL HEALTH & SAFETY**

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work

### **INTERPERSONAL SKILLS**

- Ability to liaise with Council officers, production staff and the public at all levels in order to discuss specialist matters, including negotiation and gaining co-operation.
- Ability to work effectively both under supervision as well as achieve results with a minimal level of supervision.
- High level written and oral communication skills.



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### QUALIFICATIONS AND EXPERIENCE

- **Qualifications:** Relevant tertiary qualifications with some relevant experience or lesser qualifications with substantial experience in events and/or festival management.
- **Experience:** Minimum five years' experience in similar roles on major events.

### MANDATORY REQUIREMENTS

- Victorian drivers licence is desirable.
- Current certificate in 'Provide First Aid' desirable.

### CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

### SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- sufficient proof of their right to work in Australia, and
- sufficient proof of their identity.
- Proof of Vaccination Certificate
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

### KEY SELECTION CRITERIA

- Demonstrated experience within event operations and logistics related roles working on large scale outdoor music based events.
- Demonstrated ability to meet short deadlines and yet maintain high work standard.
- Demonstrated understanding of good manual handling practices and techniques.
- Demonstrated experience with the requirements and installation of signage for a major event.
- Experience with the supervision of staff within a high-pressure event delivery environment.
- Strong Microsoft Office skills



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