

# QUEENSLAND THEATRE

## Position Description

### Facilities and Operations Coordinator

#### Position context

The Facilities and Operations Coordinator is a member of the Finance and Operations team that has responsibility for the financial control and management of Queensland Theatre's operations and facilities.

#### Role purpose

This role is responsible for:

- Optimising and preserving Queensland Theatre's venue, facilities, equipment and physical assets; and
- Ensuring safety and efficiency of systems are maintained.

#### Reporting relationship

The position reports to the Chief Financial Officer, works in consultation with the Director, Technical and Production, and through both of these roles, to the Executive Director.

#### Objectives

1. To maintain the venue, facilities, equipment and physical assets at Queensland Theatre to ensure smooth operation.
2. Assist in ensuring that the Company is compliant with workplace health and safety (WHS) legislation and adheres to internal safety policies.
3. To coordinate the information technology functions of the Company, in conjunction with the Chief Financial Officer and external IT provider.
4. To ensure efficient and effective security of the premises.
5. Oversee scheduling and planning of building and Company-wide activity.

#### Key responsibilities

##### Objective 1

To maintain the venue, facilities, equipment and physical assets at Queensland Theatre's to ensure smooth operation:

- Responsible for dealings with landlord and other suppliers/contractors about facilities, assets, services and scheduled works
- Facilitate tenancy meetings with the landlord
- Administer the lease arrangements for 78 Montague Road, South Brisbane and report to the Chief Financial Officer on any issues
- Ensure mandatory maintenance schedules are followed (including outside of business hours appointments)
- Maintain and develop systems in order to ensure efficient operation of the venue, facilities and assets

- Through consultation, ensure compliance with relevant statutory acts and government policies
- Propose recommendations on the purchase of capital equipment and oversee procurement
- Ensure Company staff are informed of relevant activities on the building and likely impact
- In conjunction with key staff, manage capital works projects as required.

## **Objective 2**

To ensure the Company is compliant with workplace health and safety (WHS) legislation and adheres to internal safety policies:

- Work with the Chair of the WHS Committee and coordinate the WHS requirements including training, record management, premise risk assessments, first aid supplies and audit of policies and procedures
- Be the Chief Floor Fire Warden and Fire Safety Adviser
- Manage the emergency evacuation requirements
- Induct new employees in emergency evacuation procedures
- Train Company floor wardens in emergency evacuation procedures and coordinate monthly fire door checks
- Maintain Operations and Evacuation Manuals for both buildings.

## **Objective 3**

To coordinate the information technology functions of the Company, in conjunction with the external IT provider:

- Manage the Company's IT program including liaison with the Company's IT suppliers, management of service contracts and development and execution of new projects to meet the business objectives of the Company
- Develop and implement IT strategies to meet the business objectives of the Company and regularly review the IT Strategic Plan
- Maintain the inventory of all IT hardware and software
- Ensure compliance with relevant statutory acts and government policies including information standards and privacy regulations, relevant industrial awards.

## **Objective 4**

To ensure efficient and effective security of the premises:

- Coordinate building security ensuring appropriate access whilst minimising potential security risk and liability
- Be out of hours contact person for state government security and facilitate service delivery requirements
- Manage the fire indicator panel and be the contact for ADT Fire Monitoring and Queensland Fire and Rescue Services
- Manage all keys, swipes and car park codes and conduct building lock up tour with all employees and other personnel as required.

## **Objective 5**

Oversee scheduling and planning of building and Company activity:

- Through consultation with the Director, Technical and Production, and other directors, maintain scheduling documentation for Company-wide activity
- Working with the Venue & Bar Coordinator, plan and coordinate all aspects of venue hires and delegate to technical staff as required
- Assist in the planning and management of one-off Company activities and special events as required with the Queensland Theatre Building at 78 Montague Road, South Brisbane.

## **Length of appointment**

Twelve months with opportunity for renewal, commencing as soon as possible.

## **Hours of work**

38 hours per week. Office hours at Queensland Theatre are 9am to 5.30pm, however this role is required to be available after hours, and on occasion, extended hours to facilitate business needs. Time in lieu provisions are available at the discretion of management where additional work hours are approved.

## **Leave provisions**

Twenty working days (or pro-rata if part-time) for each year of completed (full time) service and ten days personal/sick leave. Annual leave loading of 17.5%.

## **Experience and skills**

Experience in theatre operations and knowledge of the Building Code Australia and its application to performance spaces.

- Knowledge and experience in theatre venue operations, related building services and building management systems.
- Excellent verbal and written communications skills, with well-developed interpersonal skills and a customer service orientation.
- Strong planning and organisational/prioritisation skills with a (desired) working knowledge of principles and practices of business administration and/or project management.
- Experience with staff supervision/management.
- An ability to understand statutory and government regulations including Occupational Health and Safety, Capital Asset Management, Building Code of Australia and Liquor Licence.
- Knowledge of IT systems and capabilities in a networked environment.
- Knowledge of security systems and management of assets.

## Application

Written applications should include:-

1. A cover letter up to 2 pages addressing:-
  - o your suitability for the role and interest in working at Queensland Theatre; and
  - o how you meet the experience and skills required.
2. Resume / curriculum vitae

Applications should be addressed to:

Valerie Tam, Chief Financial Officer, Queensland Theatre, PO Box 3310, South Brisbane, QLD 4101

Please email application **by Monday, 28 October 2019** to [employment@queenslandtheatre.com.au](mailto:employment@queenslandtheatre.com.au)