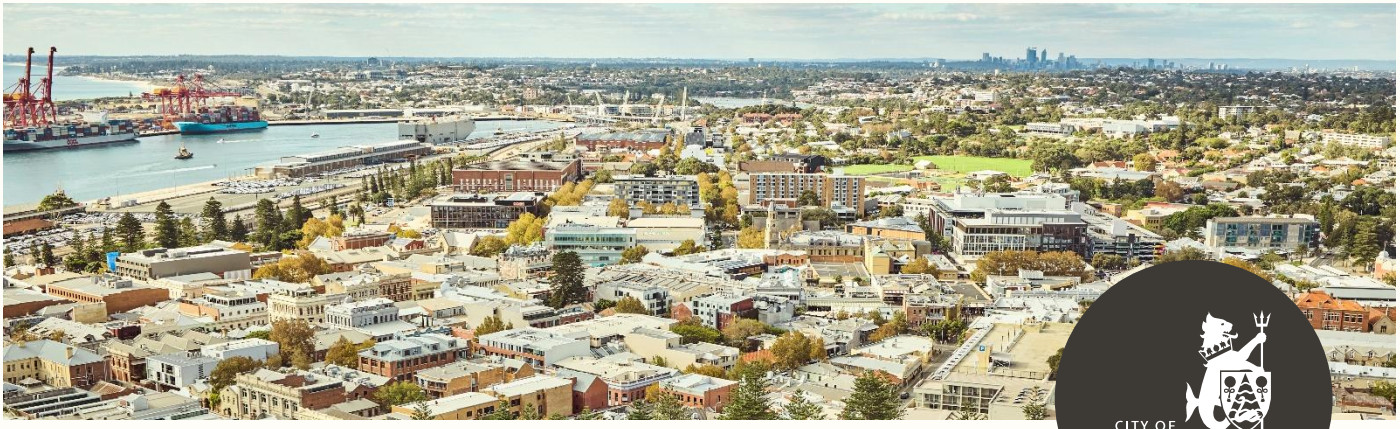


Senior Site Manager – Walyalup Fremantle Art Centre

Casual

Salary $46.96 - $60.21 per hour + 12% super

Benefits

- **Health and Wellbeing program**
- **Superannuation co-contribution options for eligible employees**
- **Free parking and safe bike storage**
- **Based at the heritage listed Fremantle Arts Centre or award winning Walyalup Civic Centre**

Organisational Overview

The City of Fremantle is home to one of WA's most iconic creative hubs, Fremantle Arts Centre. Where we host a diverse mix of exhibitions, performances, and public programs. When you join our team, you become part of a passionate crew that thrives on innovation, collaboration and delivering inclusive cultural experiences for the community. You'll work in an energetic and supportive environment that values your creative flair, encourages fresh ideas, and gives you the freedom to shape memorable events that reflect Fremantle's rich cultural identity. If you're ready to make a meaningful impact in a city that champions the arts, we want to hear from you.

Fremantle Arts Centre is a major multi-disciplinary contemporary arts organisation in Western Australia. Housed in an extraordinary gothic heritage building and lush leafy grounds, our annual program includes contemporary visual arts exhibitions, a diverse range of multi-disciplinary performance, music and conversations. FAC supports a unique artist in residence program, extensive arts learning workshops and is home to a café and the FOUND shop – celebrating the highest quality creations of WA makers.

The Senior Site Manager is responsible for the supervision of technical, venue and event management requirements at select events for Fremantle Arts Centre. Reporting to the Production Manager and working closely with the Event Coordinator, this role will work independently to ensure the professional, safe and successful delivery of major projects with a focus on staff, contractor and patron safety as well as the executing of the Event Management Plans to a high standard.

Key Responsibilities

- Oversee all technical and production activities during event bump in and bump out to ensure events are delivered safely, efficiently and to schedule.
- Liaise with venue hirers, suppliers, contractors and stakeholders including but not limited to Security, Bar staff, Front of House teams, promoters, technical crews, artists and artist teams, noise management teams, food vendors, and infrastructure and equipment providers.
- Implement and monitor Event Management documentation, including but not limited to Event Management Plans, Risk Management Plans, Emergency Management Plans, Traffic Management Plans as required, ensuring compliance with relevant requirements.
- Ensure events operate safely, comply with approved plans and procedures, and that issues are identified and resolved promptly.
- Lead and coordinate event staff and contractors on site, providing clear direction and professional communication to all stakeholders and Fremantle Arts Centre staff.

To be considered for this position, you will need

- Demonstrated site management skills, including technical expertise, staff and contractor liaison, risk management and logistics
- Highly developed organisational skills to manage simultaneous activites
- Sound administrative skills with a demonstrated ability to initiate, manage and report on schedules and deadlines
- Proven experience leading teams
- Excellent oral communication skills with proven ability to tailor communications to different individuals and / or stakeholders
- Experience working alongside artists in the delivery of artistic programs and activities
- Nationally Coordinated Criminal History Check
- Drivers Licence
- White Card

The City of Fremantle promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. The City encourages people of all ages, genders, and abilities, Aboriginal Australians and people from culturally diverse backgrounds to apply for this job.

If you have any access needs that may require reasonable adjustments to allow you to fully participate in the application and interview process, please get in touch with the contact below. If you are an Aboriginal person or a person with a Disability who would like assistance with your application, please contact the Jobs and Skills Centre on 136464.

Application Instructions

Click Apply to be directed to our website and submit your application. Navigate to Job Attachments to view position description and Application Instructions.

Applicants should provide a current curriculum vitae and a two-page (maximum) cover letter in .pdf format. You do not need to address the selection criteria. Your CV and cover letter should demonstrate how your skills and experience make you a suitable candidate for the advertised position. The estimated closure

date is **5pm Sunday November 29** but we reserve the right to close the ad prior to this date.

To discuss this opportunity in more detail please contact **Paul Bilsby on** paulbi@fremantle.wa.gov.au

Applicants must have the right to work in Australia.

The City of Fremantle acknowledges the Whadjuk people as the Traditional Owners of the Walyalup/ Fremantle area, and we recognise their cultural and heritage beliefs are still important today.