



Festival Hub Site Manager (Operations), Trades Hall

Position Description

Position	Festival Hub Site Manager (Operations), Trades Hall
Reporting to	Festival Operations Manager
Position type	Seasonal Fixed Term 26-Day Contract 0.6 EFT 15 - 29 September, 2025 1 EFT 29 September - 24 October 2025 - Evening work hours
Salary	\$65,000 pro rata per annum + superannuation
Supervising	Festival Casuals, Volunteers
Financial Delegation	\$1000
Location	Carlton -Trades Hall
Date of Preparation	12 June 2025

Position Purpose

The Festival Hub Site Manager (Operations), Trades Hall, delivers the evening operations of the festival at Trades Hall. This role is a vital part of the Business and Operations team. It is ideal for an experienced operations manager with a background in front-of-house management, artist engagement, operational delivery, and team management in a festival environment.

Role Summary

The Hub Site Manager ensures a fantastic festival for audiences, staff, and artists.

As the Hub Site Manager, you will oversee the smooth delivery of the Fringe Festival at Trades Hall in the evenings. You will also support artists' needs during the evening activations and share key information to enhance their experience at Fringe.

You will be the primary contact under the direction of the Festival Operations manager, rolling out audience logistics, particularly during the festival's evening delivery, ensuring that venue operations run seamlessly. You will work closely with technical, production, and marketing teams to support their activities and serve as the central contact between food vendors, bar operations, front-of-house (FOH), ticketing, and venue management, ensuring a positive festival experience for all.

You will also assist with evening rostering changes and casual festival staff. In the evening, you will lead Emergency Operations and Risk Management from a FOH perspective and collaborate with the Festival Operations Manager to ensure a safe response to any issues during the festival.

Here's a list of things you'll be responsible for:

Operations Management

- Deliver all operations, FOH setup, and logistics under the direction of the Festival Operations Manager and in collaboration with the Senior Production Manager.
- Contribute to the risk assessment and management process for all events and activities across the festival in collaboration with the Venue and Production Manager, ensuring all aspects are thoroughly addressed.
- Coordinate the on-the-ground operational aspects, including security, waste, accessibility, customer complaints and questions, casual / volunteer festival staff, incident, and nightly site report processes.
- Support the designers in dressing for the venue.

- Support the food vendors in the evening to deliver their operations successfully.
- Assist the venue manager with staffing and onsite bar builds throughout the festival.
- Oversee the site's daily opening and secure closing.

Team Management

- Induct, train, and empower all casual operational team members.
- Review timesheets.
- Be a point of contact for casuals, assign them their roles, and ensure they have their breaks!
- Inform staff of any changes to the event delivery.
- Be a champion for access and inclusion.

Venue Design and Setup

- Support the delivery of public space logistics, including audience flow, the planning/layout of furniture and amenities, security locations, and the visual design of public areas.
- Ensure that the venue's appearance is welcoming, functional, and orderly throughout the Festival and that any logistical or audience-flow issues are dealt with quickly and in accordance with the plans for public spaces.
- Manage any evening roll-outs and changes to performance spaces, including room design and layout, seating configurations and equipment requirements.

Festival Hub Site Manager (Operations)

Meat Market

Position Description

Position	Festival Site Manager (Operations) Meat Market
Reporting to	Festival Wide Operations Manager
Position type	Seasonal Fixed Term 26-Day Contract 0.6 EFT 15 September, 2025 - 29 September, 2025 1 EFT 29 September- 24 October 2025 - Evening work hours
Salary	\$65,000 pro rata per annum + superannuation
Supervising	Festival Casuals, Volunteers
Financial Delegation	\$1000
Location	Carlton- Fringe office, Meat Market-3 Blackwood St, North Melbourne, Victoria 3051
Date of Preparation	12 June 2025

Position Purpose

Festival Site Manager (Operations), Meat Market delivers the evening operations of the festival at The Meat Market. This role is a vital part of the Business and Operations team. It is ideal for an experienced operations manager with a background in front-of-house, artist engagement, operational delivery, and team supervision in a festival environment.

Role Summary

The Site Manager ensures a fantastic festival for audiences, staff, and artists.

As the Site Manager, you will oversee the smooth delivery of the Fringe Festival at Meat Market. You will support artists' needs during the evening activations and share key information to enhance their experience at Fringe.

You will be the primary contact for managing audience logistics, particularly in the evenings, ensuring that venue operations run seamlessly. You will work closely with technical, production, and marketing

teams to support their activities and serve as the central contact for food vendors, bar operations, front-of-house (FOH), ticketing, and venue management, ensuring a positive festival experience for all. Your responsibilities will also include assisting with rostering and managing casual festival staff. In the evening, you will lead Safety and act as area warden, collaborating to ensure a coordinated and safe response to any issues during the festival.

Here's a list of things you'll be responsible for:

Operations

- Deliver all operations, FOH setup, and logistics under the direction of the Festival Wide Operations Manager and in collaboration with the Senior Production Manager at Meat Market.
- Coordinate the on-the-ground operational aspects, including security, waste, accessibility, customer complaints and questions, casual / volunteer festival staff, incident, and nightly site report processes.
- Support the designers in dressing for the venue.
- Support the food vendors in the evening to deliver their operations successfully.
- Assist the venue manager with staffing and onsite bar builds throughout the festival.
- Oversee the site's daily opening and secure closing.

Team

- Induct, train, and empower all casual operational team members.
- Review timesheets and ensure casuals are paid promptly.
- Be a point of contact for casuals, assign them their roles, and ensure they have their breaks!
- Inform staff of any changes to the event delivery.
- Be a champion for access and inclusion.

Venue and Setup

- Manage the delivery of the logistics of public spaces, including audience flow, the planning/layout of furniture and amenities, security locations and the visual design of public areas.
- Ensure that the venue's appearance is welcoming, functional and orderly throughout the Festival, and that any logistical or audience-flow issues are dealt with quickly and in line with the plans for public spaces.
- Manage the delivery of performance spaces, including room design and layout, seating configurations and equipment requirements.
- Manage the implementation of venue plans as part of the bump-in process.

Festival Site Manager (Operations and Technical) Power Move

Position Description

Position	Festival Site Manager (Operations and Technical) Power Move
Reporting to	Festival Operations Manager
Position type	Seasonal Fixed Term 26-Day Contract 0.2 EFT 15 September, 2025 - 22 September, 2025 1 EFT 22 September 2025 - 27 October 2025 - Evening and weekend work hours
Salary	\$65,000 pro rata per annum + superannuation
Supervising	Festival Casuals, TSMs, Volunteers
Financial Delegation	\$1,000
Location	Carlton (Fringe Office), Power Move Site (Fed Square)
Date of Preparation	12 June 2025

Position Purpose

Festival Hub Site Manager (Operations and Technical) - Power Move is responsible for the delivery of Power Move on-site at Fed Square. This role is a vital part of the Business and Operations team and is ideal for an experienced operations manager with a background in artist engagement, production delivery, operational delivery, and supervising a teams in a festival environment.

Role Summary

Festival Hub Site Manager (Operations and Technical) - Power Move ensures stakeholders, audiences, staff and artist have a wonderful festival.

As the Site Manager for Power Move, you will oversee the smooth delivery of the Fringe Festival's key Civic Commission at Fed Square. You will also support artists' needs during the activations and share key information to enhance their experience with the wider Fringe team.

You will be the primary contact for managing audience logistics, ensuring the public site runs smoothly. You will also be the first port of call for technical and production troubleshooting. You will work closely with the broader technical, production, and marketing teams to support their activities and serve as the central contact between Fed Square, front-of-house (FOH), and ticketing, ensuring a positive festival experience for all.

Your responsibilities will also include assisting with rostering and managing casual Festival staff. You will lead the Emergency Operations and Risk Management on site, ensuring a coordinated and safe response to any issues during the Festival, in collaboration with the Festival Operations Manager.

Here's a list of things you'll be responsible for:

Operations

- Deliver all operations, FOH setup, and logistics under the direction of the Festival Wide Operations Manager and in collaboration with the Senior Production Manager.
- Contribute to the risk assessment and management process for Power Move events where needed. across the festival in collaboration with the venue and production manager, ensuring all aspects are thoroughly addressed.
- Coordinate the on-the-ground operational aspects, including security, waste, accessibility, customer complaints and questions, casual / volunteer festival staff, incident, and nightly site report processes.
- Support the designers in dressing for the venue.
- Support the food vendors in the evening to deliver their operations successfully.
- Assist the venue manager with staffing and onsite bar builds throughout the festival.
- Oversee the site's daily opening and secure closing.

Team Management

- Induct, train, and empower all casual operational team members.
- Review timesheets and ensure casuals are paid promptly.
- Be a point of contact for casuals, assign them their roles, and make sure they have their breaks!
- Inform staff of any changes to the event delivery.
- Be a champion for access and inclusion.

Venue Design and Setup

- Manage the delivery of the logistics of public spaces, including audience flow, the planning/layout of furniture and amenities, security locations and the visual design of public areas.
- Ensure that the venue's appearance is welcoming, functional and orderly throughout the Festival, and that any logistical or audience-flow issues are dealt with quickly and in line with the plans for public spaces.
- Manage the delivery of performance spaces, including room design and layout, seating configurations and equipment requirements.

- Manage the implementation of venue plans as part of the bump-in process.
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General Requirements for Fringe Site Managers

- Actively uphold best practice cultural safety for all Melbourne Fringe staff, artists, volunteers, audiences and other stakeholders.
- Engage fully in the Melbourne Fringe Festival, which, by the nature of the Festival, may mean extended hours and expanded duties during the Festival period (followed by some well-earned days off in lieu).
- Attend where required festivals, events, shows, exhibitions, industry gatherings and philanthropic activities and events throughout the year.
- Other duties, as agreed with your manager, are acknowledging that jobs evolve to meet the changing needs of the arts environment. This document is an overview and is not intended to represent the role performed in perpetuity.
- The successful applicant must undergo a Working with Children Check as a condition of employment with Melbourne Fringe.

Here are the skills and attributes you need to bring*:

- High competency in POS and Ticketing Systems.
- Ability to supervise and lead volunteers and casuals.
- Quick, creative thinking and problem solving; independent decision making.
- Excellent attention to detail, resilience, and ability to work effectively under pressure.
- A driving licence is preferred, but not required for the role.

** If you don't yet have all of the experience, know that Melbourne Fringe is a workplace that values ongoing skills development, mentoring and training.*

About Melbourne Fringe

Melbourne Fringe democratises the arts. Our vision is cultural democracy – empowering anyone to realise their right to creative expression. We support the development and presentation of artworks by, with and for Melbourne's people, running the annual Melbourne Fringe Festival, the year-round venue Fringe Common Rooms at Trades Hall, and a range of arts sector leadership programs. We believe that access to the arts and creative expression are fundamental rights of our citizenship and vital to a creative, healthy, cohesive society.

Our Work Culture

Melbourne Fringe is a forward-thinking, creative and inclusive organisation. Our dreaming is out of the box, our work ethic is strong, and we don't let our limited resources stop us from making seemingly impossible things happen. We believe that great work is made by people who enjoy what they do. We are proud to have a diverse workplace that celebrates difference and encourages people to bring their whole selves to work with pride.

Fringe is a values-driven workplace characterised by big-picture thinking, optimism and playfulness. We have a reputation as a hard-working, caring, energetic, fast-paced workplace that values our people and their health and which brings them together socially for lunch, events and fun times.

You're the right fit for Melbourne Fringe if you are:

- Passionate about creativity and cultural equity

- Willing to support anyone to participate in the arts, regardless of their experience, age, gender, ability, sexuality, cultural background or artistic practice
- Excited by the challenge of making ambitious things happen on limited budgets
- Ready for personal and professional learning and continual improvement
- Into a collaborative and social work culture

Benefits of Working at Melbourne Fringe

Melbourne Fringe employees enjoy:

- Four Weeks' Accrued Annual Leave, with any unused leave paid out after your contract
- An Employee Assistance Program counselling service

Our commitment to cultural equity

Melbourne Fringe has a deep commitment to cultural equity. We strongly encourage applications from people who identify as First Nations, Deaf, disabled, people of colour, queer, transgender, and gender-diverse, as well as people with caring responsibilities. We celebrate people's differences.

We know sometimes people, especially those from more marginalised groups, might feel under-qualified for a job or like they might not belong. If that's you, we especially welcome you – Fringe is a place that supports and up-skills people as they're learning on the job.

If this application format isn't accessible for you, please get in touch and let us know what alternative format would suit you best. Upon engagement, we can work with disabled staff to consider reasonable workplace adjustments to ensure access needs are met. If you have any questions about accessibility, please contact Carly Findlay, Access Advisor, on (03) 9660 9600 or carly@melbournefringe.com.au.

Please advise us of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position, or any other access needs that you might have.

