



Application Kit

Fremantle Biennale
Production Assistant Coordinator

About the Fremantle Biennale

The Fremantle Biennale is a biennial festival of site-responsive contemporary art.

Our largely free program presents artworks from Australia and the world, in a festival that reveals and celebrates the cultural, social and historical distinctiveness of the Fremantle (Walyalup) region.

The Fremantle Biennale was founded in 2017 by West Australian artist Tom Müller with the City of Fremantle's former arts & culture manager, Pete Stone, and public art coordinator, Corine Van Hall, with the intention of creating a festival that expanded contemporary artistic and cultural programming within greater Fremantle (Walyalup).

The Fremantle Biennale is held every two years in the Nyoongar season of Kambarang (November). The next Fremantle Biennale, titled CROSSING 21, will take place from 5–21 November 2021.

The Fremantle Biennale takes place on the unceded lands and waters of the Whadjuk people of the Nyoongar nation. We acknowledge the Whadjuk people as the traditional owners of the greater Fremantle (Walyalup) area. We acknowledge elders past, present and emerging, and respect the living culture and heritage of all Aboriginal and Torres Strait Islander peoples.

For more information, please visit www.fremantlebiennale.com.au

About the Role

The Fremantle Biennale Production Assistant will bring experience, expertise and organisational skills to the operations and delivery of the Fremantle Biennale CROSSING 21 festival programs. This role will assist the Production Manager in all onsite logistics, hires and schedules pre and during festival operations.

FREMANTLE BIENNALE

This role sits at the heart of the Fremantle Biennale delivery and would suit a candidate with a track record in festival and technical infrastructure and/or installation in an arts event context.

The Fremantle Biennale is recruiting for one Production Assistant position.

Application Process

Applications are welcome from Western Australian residents.

In your application please provide:

- A Cover Letter that addresses the experience and skills required for the role (no more than two pages in length)
- A current Resume with contact details for two professional referees (no more than two pages in length)

Applications close Monday 27 September 2021, 5pm

Please email your application to info@fremantlebiennale.com.au with “Fremantle Biennale Production Assistant” in the subject heading before the application closing date and time.

Questions regarding the application process or position can be directed to the Fremantle Biennale Production Manager, Eli Smith eli@fremantlebiennale.com.au.

Selection Process

Shortlisted applicants may be asked to take part in an interview on the 29 – 30 September 2021. Interviews will be conducted in person or via zoom.

Contract Details

The start date for the position is in the week commencing 11 October 2021.

Salary: Full time equivalent of \$65,000 per annum plus Superannuation contributions

Contract Period: 11 October – 26 November 2021

Working Hours: Part-time (0.6 FTE 22.5 hours per week).

Working Location: The role is based at the Fremantle Biennale office, Victoria Hall (179 High Street, Fremantle) and other festival locations in Fremantle.

Position Description

Position	Production Assistant Coordinator
Reports to	Production Manager
Works with	Production and Site Management, FOH Teams, External Contractors

Key duties:

- Assist the Production Manager to coordinate technical, logistic schedules across all festival events.
- Assist the Production Manager with the hires, purchases and infrastructure deliverables across all festival events.
- Assist the Production Manager to deliver on design, build and install requirements of site-specific festival events.
- Assist in ensuring all production operations and compliance procedures and processes are adhered to by all staff and contractors.
- Assist the Production Manager with document coordination and reporting for external stakeholders, including permits, licenses and event approvals required by Fremantle Biennale stakeholders.
- Liaise with partners, venues, stakeholders, artists, suppliers and other relevant authorities and local government partners to deliver the event and technical requirements for FBI's artistic program.
- Assist the Production Manager to oversee rigorous safety standards across delivery of projects and venues in accordance with the Fremantle Biennale OH&S & Risk Management Policies and with broader Health & Safety Regulations (including COVID-19 requirements and legislation).
- Undertake other duties as assigned by the Production Manager, deemed to be within the scope of this role.

Communications

- Liaise with Fremantle Biennale staff to ensure clear communication and integrated delivery of events.
- Liaise with the Production Manager, Coordinator and Program Director to ensure all event preparations and schedules have been met.

People and Culture

- Support the Fremantle Biennale aims and objectives.
- Contribute to a sustainable, well managed and well governed organisation
- Contribute to robust systems, oversee health and safety of all staff, and work to identify hazards, assess risks and make changes where necessary.

- Contribute to internal coordination to make best use of resources and ensure a happy and safe work environment.

Skills and Experience

- Knowledge of festival/arts events related infrastructure, equipment, and procedures.
- Strong interpersonal, verbal, and written communication skills.
- Creative, resourceful, and positive problem-solving skills
- Strong stakeholder service skills and ability to work in a fast-paced environment and under pressure.
- Excellent organisation and time management skills with ability to meet tight deadlines.
- Driver's License
- First Aid (Current Certificates) – *not essential*
- White Card