

Position Description – Day Site Manager

Job Specification

Job Title:	Day Site Manager
Department:	Production
Reports To:	Event Coordinator
Direct Reports:	Site Crew, Fly Squad

Job Scope

The Day Site Manager coordinates technical production and site operations to support the safe and professional site delivery of Darwin Festival events at venues. The role actions the Production department budget and plans, and oversees the deployment of equipment, and crew required to meet delivery.

In addition, this role supports the coordination of logistics and is responsible for production assets, materials and equipment and also responsible for the implementation of the Darwin Festival Risk and Emergency Management policies in collaboration with the Production and Technical Manager.

Key Accountabilities	Tasks	Results
<p>Site Management 55%</p>	<ul style="list-style-type: none"> Support the Production Department in the implementation of the annual program, providing advice on event and venue logistics and offering solutions to achieve the ambitions of the artistic program Assist in the coordination of show technical specifications and plan accordingly, ensuring the technical specifications, freight, logistics and staffing are accurate for show specific requirements. Under direction of the Event Coordinator, plan, schedule, delegate and manage the logistics, technical production, suppliers and crew at sites and venues during delivery Assist the Production Department to oversee the delivery of production schedules to deadline 	<ul style="list-style-type: none"> Successful delivery of each stage of production projects to the satisfaction of the Production Department Management Successful negotiations with suppliers and workers to secure optimum results in proactive consultation with the Production Department Management All production schedules are accurately managed in a timely manner – in collaboration with the Production Department Management and other departments as required. Participate in a departmental debrief immediately following event delivery

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> With the Logistics Coordinator, assist in the upkeep of the Production Equipment Asset Register of stored goods Supervise and delegate to short-term production employees Complete the administrative and reporting tasks relating to the site 	<p>and provide a written debrief report to the Production Manager prior to end of contract</p> <ul style="list-style-type: none"> Regular communication of developments and activities to be provided to the department management accurately Daily Report to be submitted professionally accurately and on time
Financial Management 10%	<ul style="list-style-type: none"> Ensure all project expenditure adheres to the Darwin Festival Finance Policies and Procedures and is undertaken with approval by the CEO and under supervision by the Head of Production 	<ul style="list-style-type: none"> All project expenditure is approved in advance by the CEO through the Head of Production
Communication 15%	<ul style="list-style-type: none"> Work collaboratively with all Festival team members to ensure open and clear sharing of information across all channels Communication and maintain relationships with external stakeholders (including, but not limited to, Emergency Services and Environmental Health stakeholders) regarding use of sites, regulations, permits and licensing to ensure each venue is compliant with Northern Territory rules and regulations 	<ul style="list-style-type: none"> Demonstrated effective communication and collaboration with all Festival team members and related stakeholders Timely notification of any changes to projects or schedules to all team members
General Duties 5%	<ul style="list-style-type: none"> Attend Festival functions, briefings and team meetings as required Any other duties as reasonably requested by Production Manager, Technical Manager, Head of Production and/or CEO 	<ul style="list-style-type: none"> Proactive and punctual attendance at all required meetings All assigned duties carried out in a proactive, positive and professional manner at all times
Teamwork 5%	<ul style="list-style-type: none"> Always maintain professionalism and follow standards as outlined in the Employee Handbook or relevant document. Follow direction as given by senior team members 	<ul style="list-style-type: none"> Full compliance and advocacy for all points raised

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> Adhere to Darwin Festival Values and Code of Conduct as outlined in the Employee Handbook Respect for the work environment, each other and all stakeholders Foster a collaborative team environment where creativity, suggestions and ideas are actively encouraged Support other team members by being understanding, approachable and patient Punctual to all work-related events including but not limited to start time, meetings and onsite work Take an active role in procedures and initiatives, including but not limited to: WH&S, Project Management, HR Induction, Onboarding etc. 	
<p>WHS 5%</p>	<ul style="list-style-type: none"> Raise and report any or potential hazard or incident in the first instance within enableHR and to your direct Manager WH&S compliance – observe all work health and safety and Darwin Festival policy and initiative requirements to contribute to a safe, healthy and ethical workplace Effectively manage any Workcover claims (if applicable), work with stakeholders to minimise risks Ensure you have contributed to the consultative process by advising management of any past, present or potential WH&S risks Implement the Darwin Festival’s Safety and Risk documentation and processes in-line with National Work Health & Safety (WHS) standards, with NT Work Health and Safety Legislation and Codes of Practice, as well as Festival site rules. Ensure operational activities are conducted within the approved guidelines of relevant public safety acts and 	<ul style="list-style-type: none"> All WH&S matters raised with your Manager in the first instance Adherence to all WH&S policies, procedures and instructions Any Workcover claim (if applicable) is well documented, resolved in best time frame, ensure risk mitigation steps and measures in place Promoter of best practice WH&S at all times Required WH&S documentation reviewed and implemented in a timely manner Participate in emergency and safety management briefings Operate equipment, including vehicles, elevated work platforms and forklifts to WHS guidelines

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> regulations relating to live public performance and in accordance with approved WHS standards Undertake the responsibilities of Warden during event delivery 	<ul style="list-style-type: none"> Warden duties completed thoroughly and in a timely manner
<p>Compliance 5%</p>	<ul style="list-style-type: none"> Demonstrate 100% compliance with any relevant government legislation Be fully conversant and compliant with all Darwin Festival Policies and Procedures Ensure internal control procedures are followed through (e.g. correct forms used to action associated tasks) 	<ul style="list-style-type: none"> No instances of non-compliance Promoter of compliance within the organization at all times

Person Specification

Experience	Education	Personal Attributes	Potential	Alignment with Organisational Values
<ul style="list-style-type: none"> Minimum four years' experience in technical production, preferably in a major event and/or festival environment, with demonstrated successful project management and problem-solving skills Excellent knowledge of the technical and operational requirements of an extremely diverse range of art form performances 	<ul style="list-style-type: none"> Current driver's license essential Current machinery licenses to operate telehandlers, forklifts, elevated work platforms is desirable Current first aid certification essential Current fire warden certification desirable Current Working with Children certification 	<ul style="list-style-type: none"> Excellent verbal and written communication skills and the ability to build a rapport with a range of stakeholders to encourage cooperation and collaboration High level organisational skills Demonstrated capacity to meet deadlines with an ability to work in a systematic way and 	<ul style="list-style-type: none"> Number of potential career options dependent on business needs and the contribution, experience and desire of worker 	<ul style="list-style-type: none"> We ensure a safe and healthy workplace for all We believe in honesty and acting with care, diligence and integrity in everything we do Foster a culture of mutual respect with the proper regard for the rights and dignity of others We strive for compliance and continuous improvement daily teamwork – we enjoy our

Experience	Education	Personal Attributes	Potential	Alignment with Organisational Values
<ul style="list-style-type: none"> • Ability to conceptualise and manage the complexity of production delivery in a multi-venue, multi-day festival environment • Proven ability to manage complex projects and multi-task, whilst being responsible for all related administrative tasks • Excellent people management skills: able to effectively supervise and/or manage the activities workers • Excellent computer skills, including Excel, with a knowledge of Datafest highly desirable 	<ul style="list-style-type: none"> • Demonstrated successful minimum 2-3 years in a similar role a must • Desirable: tertiary qualification in production or similar, or demonstrated equivalent competency 	<p>provide direction to others</p> <ul style="list-style-type: none"> • Capacity to work as part of a small busy team under pressure, with a positive, collaborative, respectful and inclusive attitude. • Excellent decision-making skills to reduce chances of error • Highly developed leadership and management skills • Proactive and pragmatic approach to responsibilities - able to show and share enthusiasm with Team • Highly computer literate, able to self-administrate, pick up new systems and processes quickly and also share expertise readily with others. 		<p>work and work collectively to achieve goals</p> <ul style="list-style-type: none"> • We are accountable for our actions, performance and behaviours

Acknowledgment

Please acknowledge that you understand and will abide by this position description by signing both copies, one copy should be retained by yourself and the other copy is to be returned to the Human Resources Department.

Employee		Signature	Date	
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