

Position Description – Site Manager

Grade classification	Amusement, Events and Recreation Award (MA000080)- Grade 4- Exhibition Technician
Position type	Casual
Contract terms	February 2021- June 2021
Hours per week	20 hours on average (rostered)
Remuneration	\$23.38 hour, Wednesdays-Fridays \$39.73 Saturdays \$45.40 Sundays & Public Holidays
Reports to	Program Director & Curator

Position Description

Reporting to the Program Director of Testing Grounds and the General Manager of The Projects, the Site Manager is responsible for keeping the site accessible and operational, as well as some administrative and event duties.

It is a casual role with varied hours, involving general site and equipment maintenance, using tools, problem solving and assisting to produce projects on-site in a hands-on and practical way.

Key Responsibilities

- Keep the infrastructure looking and operating as its design an intended
- Organise and/or perform minor required maintenance on the infrastructure
- Assist with the bump in and out of programs, events and projects
- Assist with running events
- Oversee bar stock levels, bar take and cash control
- Opening and closing of the site as required
- Rubbish collection from around site as required
- Equipment and facilities maintenance, including keeping the kitchen in-line with Health, Food & Safety Guidelines and the proper storage of AV gear, tools and gardening equipment
- Talk to members of the public about Testing Grounds
- Manage incident reports
- Prepare the site for commercial and education hire

Key Attributes

- A welcoming attitude to all visitors to the site
- Actively engaged with contemporary art-making in Melbourne
- Patient with others
- Calm under pressure
- Happy to work alone, multitask and be motivated to complete tasks set
- Basic technical abilities in particular with AV equipment , proficient with power tools
- Takes direction well

- Can work quickly and at a sustained pace in order to open shows and exhibitions on time
- Likes to problem-solve and innovate
- Can do physical labour, involving lifting and carrying some heavy things
- Is confident up a ladder and at heights
- Is happy working various hours of the day, including some late nights

