



LOGISTICS MANAGER

About us:

Each September Brisbane Festival unites the city in a celebratory fusion of culture with a thrilling program of theatre, music, dance, circus, opera and major public events such as Sunsuper Riverfire. A \$16 million premier international event, Brisbane Festival is the biggest event of its kind in Queensland with over one million people coming together to join the festivities. With a core staff of approximately 15 and a Board of 10 Directors, Brisbane Festival builds to a peak in September with 80+ staff, 150+ contractors, 300+ volunteers, and 1500+ artists.

Position Summary:

Reporting to the Program Director and working with the Festival Producers, the Logistics Manager is responsible for managing all logistical requirement planning and delivery, including accommodation, visas, ground transport, accreditation, communication and logistics suppliers and resources.

This is a Full Time contract for the period of June to October 2019

Reporting

Reports to: Program Director

Positions reporting to role: Logistics Administrator, Ground Transport Coordinator, Resources Coordinator, Ground Transport Drivers

Communication

In respect to internal and external relations the Logistics Manager shall:

- Report to the Program Director;
- Internal: Works closely with Producers, Program Administrator, Technical Director and Technical Managers, Site Designer, Finance, Marketing and Development staff;
- External: Works closely with logistics suppliers, accommodation suppliers, and Live Performance Australia for Visas;
- Provide the Program Director with a weekly report. This may take place in writing or in the form of a meeting.

Financial Delegation

- n/a

Roles and Duties



Successfully manage and deliver, to a high standard, all delegated Festival logistics requirements

- Work closely with producers to coordinate visa management, approvals and collation
- Coordinate all accreditation requirements for Brisbane Festival staff, board, artists, guests, and sponsors, and ensure timeline production and distribution of accreditation materials
- Coordinate all communication requirements for Production staff and other staff as required for Brisbane Festival
- Manage relationships with accommodation providers, and supervise the Logistics Administrator to book accommodation requirements for the Festival in close consultation with Producers
- Oversee the Resources Coordinator to ensure timely delivery of resources, as required by Production staff
- Oversee the Ground Transport team, and work closely with Producers to ensure efficient delivery of Ground Transport requirements
- Coordinate delivery of other logistics tasks as required by Program Director

Supervise Logistics staff and work collaboratively with all Brisbane Festival staff at all times

- In consultation with the Program Director, identify appropriately qualified and experienced people to fill delegated roles as required in the Logistics team
- Review all position descriptions for Logistics staff, conduct annual reviews and review staffing structures in consultation with the Program Director
- Consult with all Brisbane Festival departments to ensure logistics and resource requirements are planned and delivered
- Review and update logistics procedures and timelines for Producing and Logistics staff, in consultation with the Program Director and Program Administrator
- Maintain clear and collaborative communication with all Festival departments
- Provide regular timeline and process updates to Producing and Logistics staff in department meetings to ensure clear delegation and successful communication
- Monitor and manage Logistics budgets using the Festival's processes and systems, providing regular updates to the Program Director
- Support the delivery of sponsor requirements, as required by the Development department in consultation with the Program Director

Develop and maintain professional relationships relevant to Logistics requirements

- Maintain high standards of written and verbal communication and establish close working relationships with logistics suppliers, accommodation providers, and visa processing contacts
- In consultation with Executive Producer and Technical Director, engage suitable contractors to deliver logistic services

- Develop and maintain processes to track key supplier relationship information

Maintain high standards of administration and communication at all times

- Develop and maintain a high degree of competency in the operation of the company database software program Datafest (training and support will be provided)
- Ensure high standards of administration are maintained across the Logistics team, including database entry and maintenance, scheduling, purchase ordering, hire tracking and accreditation
- Maintain a high level of proficiency in the use of Microsoft Word, Excel and Outlook as well as a high degree of grammatical accuracy at all times
- Maintain up-to-date filing of all company correspondence
- Provide concise and informative reports (verbal or written) to the Program Director on a weekly basis
- Assist with developing systems for post-event archiving and collation of reports and debrief information

Systems

- Utilise the organisation-wide systems in accordance with policies and procedures provided;

WHS

- Take an active role in effectively implementing Brisbane Festival's WHS policy.

Selection Criteria

Essential

1. Proven track record managing logistics for events across multiple venues
2. Demonstrated experience working in a festival environment
3. Ability to work as part of a team and follow direction
4. Exceptional time management skills
5. Effective leadership skills with proven experience supervising staff and ability to motivate teams to ensure high performance and a strong team culture
6. Excellent communication skills with demonstrated ability to develop and manage strong relationships

Desirable

1. Tertiary qualification in entertainment or arts management or an equivalent relevant knowledge, training and/or experience
2. Demonstrated use of a database system, or the capacity to quickly obtain these skills
3. Experience working with international artists and coordinating artist immigration and logistical requirements



HOW TO APPLY

Please apply by email only. Address your application to: Kate Fell, Program Director – sarah@brisbanefestival.com.au

Please provide your résumé including at least two referees, as well as a statement indicating how you meet the selection criteria listed. A cover letter is optional.

Short-listed applicants should be available for interview between 20-24 May 2019. All applications are strictly confidential.

Brisbane Festival is an equal opportunity employer. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. We particularly encourage Aboriginal and Torres Strait Islander people to apply.

Applications close 17 May 2019

Privacy

The following is extracted from our Privacy Policy. If you wish to view the entire policy, please request a copy via the email address above.

3.3 Information for job applicants (including volunteers)

3.3.1 collection of your personal information

If you are applying for a job with us, you may be required to provide us with certain personal information, including your:

- Name
- Residential address
- Postal address
- Telephone numbers
- Email address
- Employment history
- Educational background

in person, over the telephone, by fax or email, as part of, or in relation to, your job application.

In considering your information, we may also collect information about you from the referees you nominate in your application.

3.3.2 Use of your personal information

We will only use your personal information for the purposes of considering your application and, if successful, your employment.

3.3.3 Disclosure of personal information

In considering your application, it may be necessary for us to disclose some of your personal information to third parties in order to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.