

BRISBANE FESTIVAL

WHS Manager

About us

Queensland's premier arts festival, Brisbane Festival heralds the promise of play and celebration as it lights up the city each September in a blaze of colour.

We create extraordinary art, taking up residence throughout the river city, atop iconic landmarks and deep into the suburbs. We host captivating live performances and installations from home and across the world. Our Festival reflects the diverse communities that give Brisbane its unique voice. We invite audiences to Be Bold with us, to expect art unexpected with open hearts and minds; to be entertained, inspired and amazed.

Brisbane Festival acknowledges this country's First Nations people and with their leadership and guidance, we celebrate that deep cultural legacy. We create a rich multi-arts program made by and with our local Aboriginal and Torres Strait Islander communities.

Our artists, people and partners are ambitious and agile dreamers who make the impossible possible through passion, hard work and care.

Position Summary

The WHS Manager is a key role within the Technical Department, providing Work Health and Safety advice to the Technical Director and to the Technical and Programming teams, driving a positive festival wide approach to WHS. This role supports the Technical Director to oversee all WHS documentation including Risk Assessments, Safe Work Method Statements, Safety Inductions, Suppliers Insurances and Licenses, and the compilation of Event Management Plans.

The role will commence on Monday 6 May 2024, The role is predominantly part time (0.4 FTE), transitioning to full time for August and September, for a 7 month contract.

Reporting

Reports to: Technical Director

Positions reporting to role: NA

Communication

In respect to internal and external relations the WHS Manager will:

- Report to the Technical Director;
- Liaise with the Technical, Programming, Marketing and Development teams and appropriate staff members to carry out your role;
- Liaise with external stakeholders as required, including venues, suppliers, touring companies and artists;

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- Provide the Technical Director with a weekly report of developments and activities. This may take place in writing or in the form of a meeting.
- Attend productions, events and/ or meetings as required.

Roles and Duties

1. To successfully manage to the highest possible standard the WHS requirements of any production, program and/or event delegated to you by the Technical Director as part of Brisbane Festival;

- Research and provide quality WHS advice to the Technical Director for all delegated projects;
- In consultation with the Technical Director and WHS Committee; manage the implementation of WHS requirements of Brisbane Festival;
- Ensure legislative requirements with regard to Work Health and Safety from a public, creative, artist and staff perspective are maintained;
- Drive a positive festival wide approach to WHS;
- Implement the roll-out of WHS Documentation for all Brisbane Festival Event sites;
- Assist and drive Technical Managers to complete Risk Management Plans for all events including collation of relevant Safe Work Method Statements;
- Ensure and manage all suppliers and contractors have all relevant policies and procedures relating to OHS in place prior to commencement of work onsite with Brisbane Festival;
- Maintain clear and collaborative communication with all departments;
- Provide concise and thorough reports (verbal or written) to the Technical Director on a weekly basis;
- Any other duties as directed by the Technical Director provided that such duties are within the limit of your skills and are of a fair and reasonable nature.

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2. To 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 (training and support will be provided);
- Maintain up-to-date filing of all company correspondence;
- Maintain a high level of proficiency in the use of Microsoft Word, Excel and Outlook.

3. Maintain professional relationships with organisations and stakeholders.

- Research and liaise with industry peers, arts organisations, communities, suppliers and stakeholders;
- Maintain relevant industry and community relationships;

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. A team player who is passionate about the arts, events and safety;
2. Demonstrated expertise and competency in WHS legislative requirements and industry best practice;
3. A proven track record of managing WHS requirements for arts festivals and events;
4. A fast learner willing to adapt to a proven system of production and technical delivery;
5. Sound knowledge of industry trends, technology and best practice.
6. Demonstrated use and understanding of a database system, or the capacity to quickly obtain these skills;
7. Competent computer skills utilising Microsoft Office suite and a demonstrated use and understanding of a database system, or the capacity to quickly obtain these skills.

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Desirable

1. Experience in a Festival environment;
2. Experience in using database system Airtable;
3. Experience with local government event permit processes;

HOW TO APPLY

Please apply via our [online application form](#) only. Address your application to: Tim Pack - Technical Director. For enquiries contact: laura@brisbanefestival.com.au.

Please provide your CV 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 from week commencing Monday 26 February 2024. All applications are strictly confidential.

Brisbane Festival is an equal opportunity employer committed to diversity in the workplace. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. Aboriginal and Torres Strait Islander People, LGBTQIA+, culturally and linguistically diverse applicants and people with a disability are encouraged to apply.

APPLICATIONS CLOSE 5PM Monday 19 February 2024 .

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.