



Position Description

Job Title:	Facilities Coordinator
Status:	Part Time
Hours of work:	22.8 hours per week (.6 FTE), standard office hours are between 8am and 6pm Monday to Friday
Salary Level:	\$37.00 per hour (\$73,112 pro rata)
Reports To:	General Manager
Contract hours:	Fixed term contract for 12 months with the option to extend to another 12 months.

ORGANISATIONAL RELATIONSHIP

Reports to:	General Manager – Burrinja
Supervises whilst on duty:	Not applicable
Internal Liaison:	Creative Director/CEO, Venue and Experience Manager and Burrinja team members
External Liaison:	Patrons, venue hirers, performers, artists, tenants, café team, Yarra Ranges Council staff, partner organisations, contractors and sub-contractors stakeholders and any other users of the venue.
Position created:	New Position March 2024

BURRINJA

Burrinja is at the heart of the creative community of the Dandenong Ranges.

Burrinja is a not-for-profit organisation that thrives thanks to the support of Yarra Ranges Council, Creative Victoria, artists, visitors and our community. We deliver a wide array of cultural experiences to the Dandenong Ranges region and beyond. The 400-seat theatre and 110 Lyre Room combines professional performers, community and school productions with a range of commercial and other hire events, while five exhibition spaces, artist's studios and cultural development events ensures a vibrant visual and community arts program.

Annually, Burrinja supports around 300 activities both inside the facility and out in the community, reaching around 50,000 people annually.

Burrinja is committed to:

- Equity and inclusion for all and respects the diverse needs of our community. We expect our team to recognise the inherent value of each person, regardless of background, lived experience, where they live, what they look like, what they think or what they believe.

- Creating a culturally safe and inclusive environment and meet the needs of First Nations children, young people and their families.
- Child safety and wellbeing and is a childsafe organisation.

Burrinja is: Obsessed with art. Focussed on community. Steered in partnership. Interested in tomorrow. Aware of history. Seeking Impact. Continuously learning. Driven by ethics.

We look for staff who can instil these values.

POSITION OBJECTIVES

To manage the day-to-day efficient functioning of the centre and support the Executive Team (CEO and General Manager) to deliver an exceptional creative program to our community. To be responsible for the safety of the public, performers and other staff members whilst on the premises.

The role will oversee the effective and efficient management of all facilities at Burrinja. As this position provides the leading role in upholding a culture of delivering a positive experience for all users of Burrinja we need someone who looks for ways to make things happen, enjoys solving problems, is a time management expert who can juggle a lot of things in a day and really enjoys taking that extra step to exceed expectations. You get a buzz from being the practical person that makes things happen. You have the patience to put in the extra mile for to help those who need it, the diplomacy skills to solve problems amicably and the ability to see the small details to take an experience to the next level.

We don't expect you know everything but you will need to learn systems quickly to be able to work autonomously. We're a small team that delivers so much so we need someone who is up for the challenge of being a key player in helping us bring the best experiences to our community.

What we will do for you

Burrinja prides itself on having a kind and supportive work culture. We show mutual respect to our colleagues, artists and community.

We let you work autonomously. We trust you to care enough about our community that you will do your job to the best of your ability. But that doesn't mean we leave you alone, your line manager will regularly check in with you to see how things are going. We are all one team and we are here to support you to support the work we do.

We have a small budget for professional development each year and we will try to support your professional development aspirations as much as we can.

Working remotely will be considered for part of the working week, as we strive to be as flexible as we can to support our team to achieve work/life balance.

The big thing we can offer you is a community. There is a great affection for Burrinja in our local area and it is such a joy to work somewhere where each day someone shows you that affection and appreciates the contribution you make.

KEY DUTIES AND RESPONSIBILITIES

FACILITY MANAGEMENT

- Oversee facility operations, theatre operations, management and maintenance of facility assets, facility security, and emergency procedures.
- Manage and monitor facility maintenance, including liaison with the Yarra Ranges Council.
- Ensure operations, patron and event numbers comply with Burrinja's planning permit conditions.
- Being the key contract for all facility maintenance issues.
- Coordinate access for contractors.
- Manage security access arrangements with staff, tenants and other centre users.
- Coordinate and deliver emergency procedure training.
- Manage and monitor cleaning and any other relevant maintenance contracts with external providers.
- Manage and monitor all tenancy licence agreements.
- Support the Events team with venue set up for events.
- Support the team with facility maintenance.
- Ensure all spaces including foyers, venue hire spaces, café, galleries, public toilets and amenities are functional.
- Support the Creative Director/CEO and General Manager in the delivery of a broad range of arts and culture at Burrinja.
- Other duties as required from time to time.

RISK MANAGEMENT

- Comply with all relevant local, state and Commonwealth legislation. Operate and make decisions in accordance with Burrinja's policies, procedure and guidelines ensuring Workplace Health & Safety, Child Safety and Wellbeing, the Code of Conduct and all aspects of the Burrinja Human Resources Manual are adhered to.
- Take action to rectify any failure or suspected failure to ensure compliance with legislation, regulations, or policies without delay.
- Always adhering to Burrinja's Workplace Health and Safety procedures.
- Always adhering to Burrinja's Child Safety and Wellbeing Policy.

RELATIONSHIP MANAGEMENT

- Develop positive relationships with all contractors, Yarra Ranges Council, clients, customers and patrons to ensure high level of satisfaction is maintained.
- Work with the broader Burrinja team in the delivery of a broad range of arts and culture at Burrinja in the centre.
- Report regularly to your Line Manager

KEY SKILLS

COORDINATION SKILLS

- Demonstrated skills in independently managing time, setting priorities, and planning and organising work and meeting timelines and ability to work to a high level of efficiency in a busy environment.
- Ability to set and achieve goals and outcomes based on key responsibilities and duties.

- Ability to show initiative and exercise sound decision making across all areas of the position.

INTERPERSONAL SKILLS

- Work with the Burrinja team to ensure a seamless level of quality service at all times.
- A well-developed ability and commitment to lead, develop options, resolve conflict and problems and work in a highly customer focused team culture.
- Proven ability to communicate sensitively and effectively with people from a wide range of organisations and cultural backgrounds.
- Proven ability to deal with all members of the community including stakeholders, hirers, contractors, business leaders and major stakeholders.
- Proven ability to negotiate with peers, clients, members of the public and others in the pursuit and achievement of Burrinja objectives.
- Actively participating to provide culturally safe spaces where First Nations people can express their culture and enjoy their cultural rights.

DESIRABLE EXPERIENCE

- Experience in the Performing Arts, events or service industries preferred but not essential.
- Ability to work calmly and effectively in stressful situations.
- Ability to easily learn numerous software programs.
- Current First Aid Certificate (desirable, not essential).

Prerequisites

- A current driver's licence
- A Police Check less than 2 years old
- A current Working with Children Check (Victoria)

INHERENT PHYSICAL REQUIREMENTS

The physical requirements of this position are consistent with those of a Facilities Coordinator in a cultural centre setting. These requirements are, but not limited to, some periods of standing, walking and being able to lift and carry weights up to 15 kilograms. Burrinja spans 4 levels consisting of Lower Ground, Ground, Level 1 and Balcony. Burrinja's administration area is located on the ground floor, In the course of duties, this position is required to work across 4 levels of the centre and the roof area of the centre as well, which are accessible by stairs and Lower Ground/Ground/Level 1 accessible by lift as well.

CONDITIONS OF EMPLOYMENT

- Prior to commencement in the position Applicants must provide:
 - A Police Check less than 2 years old
 - A current Working with Children Check (Victoria)
- Capacity to work out of normal hours or on weekends occasionally if required
- Conditions of employment are in accordance with the National Employment Standards, Burrinja's Human Resources Manual (update Jan 2024), Burrinja's policies along with a signed Conditions of Employment Agreement.