

Thank you for your interest in the position of **Logistics Coordinator**.

### **About Sydney Theatre Company**

Sydney Theatre Company (STC) has been a major force in the Australian cultural landscape since its establishment in 1978. It is Australia's largest theatre company in terms of audiences and amount of work presented each year, the state theatre company of NSW, and is recognised as one of the world's most exciting and original theatre companies.

Aside from the information outlined in the job description other relevant details of the position are:

#### **1. Hours and location of Work**

The position is for an initial two year fixed term contract, with 6 months' probation. The usual hours of work are 9am-5pm Monday to Wednesday. However, the job requires a willingness to work flexible hours, including evenings and weekends. The position is based at Fox Studios Australia, Moore Park.

#### **2. Salary and Entitlements**

- Salary is dependent on skills and experience
- 4 weeks annual leave (calculated on pro rata basis)
- 10.5% superannuation
- Complimentary tickets to STC productions (subject to availability)

#### **3. Application**

In order to make your application for this position, please forward your resume and a cover letter briefly demonstrating how your experience is applicable to the listed **capabilities and competencies** as outlined in the job description:

- Excellent communication skills, with a specific ability to communicate effectively with a broad cross section of people
- A self-starter with a dynamic approach to improving processes and systems
- Strong understanding of industrial relations legislative and regulatory frameworks as applies to the live performance industry
- Strong Understanding of WHS legislative and regulatory frameworks as applies to the live performance industry
- Great attention to detail
- Strong computer skills (Microsoft Office Suite, Google Drive applications, Filemaker Pro) with a proven ability to master new software packages
- Experience with Payroll systems, preferably Payglobal / Exolvo Self Service
- Familiarity with accounting practices in a purchasing / procurement role
- Highly numerate with the ability to create and manage complex spreadsheets in Microsoft Excel.
- Relevant tertiary qualifications (preferred but not essential)

To access this complete job pack via our website, please visit:

<https://www.sydneytheatre.com.au/about/careers>

Please forward your application to [recruitment@sydneytheatre.com.au](mailto:recruitment@sydneytheatre.com.au)

**Closing date for applications is 9am 11<sup>th</sup> July 2018.**

\* Must be Australian resident or hold current, appropriate working visa

**Position title:** Logistics Coordinator

**Reports to:** Head of Production

**Supervises:** Storeman, Casual Stores Crew

**Job overview**

The Logistics Coordinator provides logistical and operational leadership, facilitating the logistic and storage requirements and operational needs of the Company. The position plays a key role in the operational activities of the Company and assists the Head of Production in the delivery of the company's operational, logistical and transport requirements using industry best practices.

The Logistics Coordinator is responsible for the implementation and management of systems and policies in the areas of Workplace Health and Safety and STC Theatrical Employees Enterprise Agreement. They hold overall accountability for the performance, wellbeing, training and development of the stores team.

**Key Responsibilities:**

**Logistics, Storage and Staffing**

- Oversee and manage logistics and storage needs across the production department including but not limited to contracting freight companies, hiring vehicles, permanent and casual staff.
- Liaise with the Storeman and provide support to the effective operation of the Lillyfield storage facility.
- Manage the storage of company's productions and recycling of set and props as required.
- Manage the company's shipping containers and relationship with storage contractors.
- Provide crewing support for the company's productions, events and building manager as required.
- Prepare daily logistic and crew schedules and disseminate to production HOD's.
- Works with the Events Manager and RPT Venue Manager to support the logistics of STC events.
- Advises the Head of Production in procurement needs, in line with budgets and forecasts.

**Operations**

- Manage maintenance and inspections of company plant equipment.
- Manage the maintenance and upkeep of all production vehicles.
- Ensure PPE and other WHS related stock items are maintained.
- Prepare and manage maintenance reports.
- Utilise the company asset management system to maintain accurate tracking and records of items in storage and in use for efficient management and retrieval.
- Oversee the coordination and of the Fox Studios based golf buggies to best service the company's needs

**Contract and Supplier Management**

- Key contact for PPE and WHS related suppliers, ordering as required.
- Manage the ongoing maintenance of company vehicles in conjunction with the Production Administrator.
- Manage in consultation with Head of Construction and Building Manager workshop plant maintenance.
- Assist in the delivery and roll out of an effective communication strategy between production departments, store, rehearsal rooms and theatres.

### **Workplace Health & Safety**

- For the purposes of STC's ongoing compliance with the current Workplace Health and Safety Act and Regulations - responsible for establishing, implementing, and maintaining the Production Department's WHS Management System.
- Oversee the Production Workshop's WHS document review processes.
- Contribute to STC's WHS Management System as a member of the Health and Safety Committee, Safety Management Group, and Emergency Control Organisation.

### **Finance and Administration**

- Manage the production workshop maintenance and operations budget.
- Administer rostering and approving timesheets for Storeman, Casual Stores Crew
- Manage maintenance logs.
- Prepare daily crewing and logistic schedules.
- Create and compile costings for the Production Workshops and Production Managers.
- Development and implementation of greening initiatives across the production workshops and tracking of data and KPIs.
- Other administrative support for the Head of Production as required.
- Assist the Head of Production to forecast labour needs and usage.
- Ensure appropriate training of staff is coordinated for high risk plant and vehicles is maintained.
- Ensure restoring casual staff as required in a cost effective and time efficient manner across the requirements of company.

### **Workplace Health & Safety**

For the purposes of the Workplace Health and Safety Act and Regulations the Production Administrator must ensure that she/he:

- Actively contributes to STC's WH&S committee.
- Actively contributes to STC's Safety Management Group.
- Takes reasonable care of the health and safety of themselves and others.
- Works in a safe manner and follows procedures introduced for his/her protection.
- Participates in any training or education necessary to enable him/her to work safely including familiarisation with the STC's WH&S Policy.
- Reports any unsafe work practices or conditions to his/her supervisors.
- Cooperates with Sydney Theatre Company in their efforts to comply with workplace health and safety requirements.

### **Environmental Sustainability**

To support the Company's vision of becoming the world's most sustainable theatre company, the Production Operations Administrator must ensure that she/he:

- Takes reasonable steps towards minimising the environmental impact of their role and that of the Company;
- Works in an environmentally responsible manner and follows procedures introduced to this end;
- Participates in any training or education necessary to enable them to work sustainably including familiarisation with the Company's various green policies;
- Brings to the attention of the internal Green Team any situations or practices that could be improved in relation to environmental performance; and
- Co-operates with Sydney Theatre Company in their efforts to lead in the area of environmental sustainability.

**Other information**

<b><i>Key relationships</i></b>	<b><i>Capabilities and competencies</i></b>
<ul style="list-style-type: none"> <li>○ Director, Technical &amp; Production</li> <li>○ Head of Production</li> <li>○ Production Managers</li> <li>○ Heads of Department               <ul style="list-style-type: none"> <li>○ Head of Construction</li> <li>○ Head of Scenic Art</li> <li>○ Head of Props</li> <li>○ Head Mechanist</li> <li>○ Head of Lighting</li> <li>○ Head of Sound</li> </ul> </li> <li>○ HR Manager, Accountant, HR Co-ordinator</li> <li>○ Production Administrator</li> <li>○ Building Manager</li> </ul>	<ul style="list-style-type: none"> <li>○ Excellent logistic management skills</li> <li>○ Ability to systematically organise complex information</li> <li>○ Excellent communication skills, with a specific ability to communicate effectively with a broad cross section of people</li> <li>○ A self-starter with a dynamic approach to improving processes and systems</li> <li>○ Strong understanding of industrial relations legislative and regulatory frameworks as applies to the live performance industry</li> <li>○ Strong Understanding of WHS legislative and regulatory frameworks as applies to the live performance industry</li> <li>○ Great attention to detail</li> <li>○ Strong computer skills (Microsoft Office Suite, Google Drive applications, Filemaker Pro) with a proven ability to master new software packages</li> <li>○ Experience with Payroll systems, preferably Payglobal / Exolvo Self Service</li> <li>○ Familiarity with accounting practices in a purchasing / procurement role</li> <li>○ Highly numerate with the ability to create and manage complex spreadsheets in Microsoft Excel.</li> <li>○ Relevant tertiary qualifications (preferred but not essential)</li> </ul>

This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.

