

Position Description

Job Title:	Facilities and Operations Manager
Job Type:	Part-time, three days a week
Location:	35 Johnston Street Collingwood
Reports To:	General Manager
Salary:	\$80,000 (pro-rata) exclusive of superannuation

1. Organisational Background

Contemporary Arts Precincts Ltd (CAP) is a new entity established to deliver vibrant, cross-disciplinary creative precincts that provide spaces and support for not-for-profit small to medium creative organisations and individuals.

Our mission

We catalyse creative contexts, building the capacity for artists, creative practitioners and cultural organisations to grow and develop by offering spaces and resources that allow artists to engage with each other and with the wider community.

Our values

Our four core values are embedded into the way we plan, deliver, communicate and interact.

Focus / We are focused on the contemporary arts as a vehicle for community and cultural development. We believe that bold, visible creativity defines a city, and that a strong and independent culture of creativity defines a great city.

Resilience and resourcefulness / We are uniquely equipped to act as a buffer to a vulnerable section of the arts ecology by carefully and creatively using every resource we can secure. We are able to respond to change and make things work.

Commitment / We are committed to caring for art, artists and arts organisations everyday and into the future. We nurture, challenge and protect our spaces, team and community.

Openness / We are curious listeners and active contributors, valuing diverse experiences and perspectives. We believe in embedded accessibility, expressed through financial, physical, technological and communication design principles and practice.

2. The Site - Collingwood Arts Precinct

The organisation's first project is revitalising the former Collingwood TAFE site into a major new contemporary arts precinct. Based on an internationally successful social enterprise model, the Collingwood Arts Precinct reimagines the 6,407sqm heritage site in Melbourne's inner north as an extraordinary new cultural asset which will be co-located with Circus Oz. The site is currently in

redevelopment to transform it into a major new creative hub with artists' studios, offices for arts organisations and creative industries, rehearsal spaces, galleries and cafes.

The Precinct will offer secure, affordable tenancies and innovative programs to incubate, support and showcase emerging to mid-career artists, small to medium sized arts organisations and creative enterprises, and facilitate an ecosystem of collaboration between artists and foster meaningful community engagement with the arts.

About the Role

The Facilities and Operations Manager will be responsible for managing all issues central to the maintenance of the buildings located within the Collingwood Arts Precinct site and providing expertise with operational systems and facilities management to transition the site to a functional arts precinct.

The ideal person will have strong verbal and written communication skills and be inclusive and proactive. You will need a sound understanding of facilities management coupled with experience in operations.

The position will report to the General Manager of CAP with a dotted line to the CEO.

Pre-Operational Phase

The redevelopment is currently underway and until the Precinct has completed its redevelopment phase, the Facilities and Operations Manager will be responsible for the following:

- Maintain CAP occupied building (currently Lower Ground, Perry St);
- Maintain the key register;
- Waste management; and
- Cleaning and sanitary services to Perry St;
- White Card Training;
- Attend and minute fortnightly meetings with Circus Oz and McCorkell Construction - 2 Week Lookahead on works forthcoming and their effect on the site in general;
- Consult with McCorkell Construction and internally within CAP on site security, waste management etc as they come up throughout construction phase;
- Liaison with Perry Street Neighbours as required, maintenance of lines of communication, site tours etc in the lead up to opening;
- Liaison with Heritage Victoria and CAP consultant conservator on the ongoing maintenance and upkeep of the Keith Haring Mural;
- Maintain WHS organisational and building site standards, in conjunction with CAP Project Manager;
- Procurement of services; cleaning, sanitary, carshare, security, waste management, lifts and programmed maintenance; and
- Operational Budgeting of site wide facilities and services.

The Facilities and Operations Manager will be required to research and acquire, test and manage appropriate software for shared space usage, allocation and bookings and other systems as they evolve. The Facilities and Operations Manager will also be required to develop the guidelines, manuals and policies including:

- Facilities Management Guidelines for tenants;
- Business Continuity Planning (e.g. disaster recovery and emergency procedures);
- Common Area Agreement - with Circus Oz and Creative Victoria;
- KHM ongoing maintenance plan;
- Key schedule (with McCorkell Construction security consultant);
- Site emergency and evacuation procedures;
- Site wide induction for incoming tenant organisations;
- Care share providers;
- Green Travel Plan; and
- Waste Management Plan.

During the redevelopment phase, the Facilities and Operations Manager will lead discussions and make recommendations around the functionality and implementation within the following key operational areas:

- Site addressing and entrances;
- Mail and courier deliveries;
- Signage and wayfinding;
- Amenities and common facilities;
- Maintenance and access;
- Building services - general, communications, electrical, fire protection, hydraulic, lifts;
- Emergency services;
- Traffic, parking, site access and loading; and
- Storage.

Operational Phase

Once operational, the Facilities and Operations Manager will manage the following:

- Managing day to day operations of the Precinct;
- WH&S risks and compliance with relevant legislation and standards;
- Environmental performance (e.g. behaviour change initiatives);
- Predictive and corrective maintenance including periodic statutory testing and inspections; and
- Policy and procedure development including: common facilities; waste management; control of substances hazardous to health; security and access control; storage; signage and wayfinding.

Selection Criteria

- A minimum of three years experience in a facilities and operations management role or equivalent roles;
- Demonstrated understanding and implementation of WH&S/Working knowledge of relevant building standards, such as VIC Codes of Practice, Australian Standards, Work Health and Safety Act and Regulations, Building Code of Australia etc;
- Excellent problem solving skills with a proven capacity to exercise initiative and

- develop solutions;
- Strong negotiation and communication skills;
- Ability to implement and manage change; and
- A can-do, hands on attitude - MacGyver!

Desirable Criteria

- Experience in establishing operations in new buildings or developments;
- Demonstrate knowledge of materials and inventory management, production scheduling, and corrective and preventive maintenance management;
- Experience working in dynamic environment;
- Excellent IT skills with proven experience in dealing with digital comms; and
- Ability to manage and resolve conflict.

Our Workplace

CAP is committed to creating a vibrant and inclusive organisation and to cultivating and preserving a culture of diversity and inclusion. CAP recognises that in order to attract and retain the best people, we need to be a great place to work. Our strengths as an employer are the dynamic and vibrant workplace and in offering a flexible, adaptable workplace that supports our employees in their professional and personal life. In this way, CAP is committed to ensuring that staff and consultants work in the best way to contribute to the wellbeing of themselves, their co-workers, their family and their community.

For more information, contact

Jacquelin Low, General Manager
Email gm@capmelbourne.org
Phone 0401 222 119

Application Process

Applications close **4pm Tuesday 19 March** Applications to be addressed to Jacquelin Low, Contemporary Arts Precincts General Manager. Please respond with a letter addressing the key selection criteria and how you would add value to the role.

Application to be sent as an attachment to gm@capmelbourne.org