

Operations Coordinator

Job Type: Permanent Full Time Equivalent, three full days and two half days

Salary: \$65,000 - \$70,000 +10.5% superannuation

About this opportunity

The Operations Coordinator coordinates and drives day to day site operations. The role acts as the key liaison on the ground with tenants, studio artists, service providers, site and tenant contractors. This role is based at Collingwood Yards in Collingwood.

Candidates with diverse lived experiences are encouraged to apply. If you meet some but not all of the below criteria, we warmly encourage you to reach out to us to discuss your application.

The Operations Coordinator role incorporates responsibilities including but not limited to:

- Operations systems
- Building and grounds management
- Facilities management
- Event supervision
- Risk management, emergency and evacuation procedures
- Reporting, identification and resolution of site infrastructure issues
- Security and access control
- Tenant/artist/patron/contractor safety

You will be expected to:

- Ensure the precinct is clean and tidy
- Identify and assess maintenance and repairs required
- Report on maintenance and repair works as they progress
- Liaise with tenants on safety, maintenance and protocols.
- Actively contribute to the operations team and wider Collingwood Yards team to make improvements to the precinct
- Engage with our community in a positive and proactive way
- Maintain an active understanding of the range of Collingwood Yards tenants and activities, through personal participation, and efficient coordination with CAP team and tenants.

What a typical day might involve:

- Inspecting the site and buildings for maintenance, repairs, damage
- Checking operational requests systems
- Carrying out repairs and maintenance requests
- Tidying the common areas
- Repainting/removing graffiti
- Updating status of work orders
- Meeting and supervising contractors
- Supervising event set up, operations and pack down
- Participating in operations team meetings

Who you are (essential criteria)

- A minimum of three years experience in operations and/or facilities coordination role/s or equivalent roles;
- Demonstrated understanding and implementation of WHS;
- Hands on maintenance experience
- Excellent problem solving skills with a proven capacity to exercise initiative and develop solutions;
- Excellent time management and administrative skills
- Experience working in a dynamic environment;
- Experience in working with multiple tenants or similar stakeholders.

Who you might be (desired criteria)

- 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;
- Strong negotiation and communication skills;
- Strong computer skills, comfortable working on multiple platforms;
- Experience of working with diverse communities, including culturally and linguistically diverse, First Nations and people living with disability.

Who we are

Collingwood Yards is a creative arts precinct run by Contemporary Arts Precincts (CAP), a not for profit social enterprise. The community at Collingwood Yards includes organisations and artists, staff, volunteers and community members and community organisations. The precinct is an open place and visitor destination, attracting significant interest nationally and internationally.

What we offer

- A job where your work will contribute to meaningful social change and impact upon people from all walks of life.
- A lively and engaging work environment, where you come into daily contact with creative people and their communities.
- A culturally safe workplace where difference is celebrated.
- A culture of collaboration and teamwork.

How to apply

- To apply for this role, please fill out the form at this link: <https://airtable.com/shr2njQJgHMr79PUB>
This will ask you some short questions, where you should address the selection criteria. and make space for you to attach a cover letter and CV and to supply contact details for your referees.

Please contact to tom@collingwoodyards.org if you'd like to discuss the role further.

Recruitment timeline

Application open	7 October 2022
Applications close	5pm 21 October 2022
Interview	26 October - 4 November 2022
Start	14 November 2022