

### OUR PURPOSE

To make City Recital Hall a performing arts centre renowned for its inclusive contemporary and classical music programming, elevated audience experience, and world-class acoustics.

#### Our Values

- **Connection** – Live music connects people
- **Imagination** – Creativity produces better performances
- **Excellence** – Reputation is built through excellence
- **Sustainability** is the key to lasting impact

### MY PURPOSE

The Building Operations Manager is responsible for the maintenance of property, building operations and fire systems on a day-to-day basis, and long-term asset planning for a premium performing arts venue.

The role acts as a key link between City Recital Hall and City of Sydney Property Management and provides access and safety induction for capital works and other contractors.

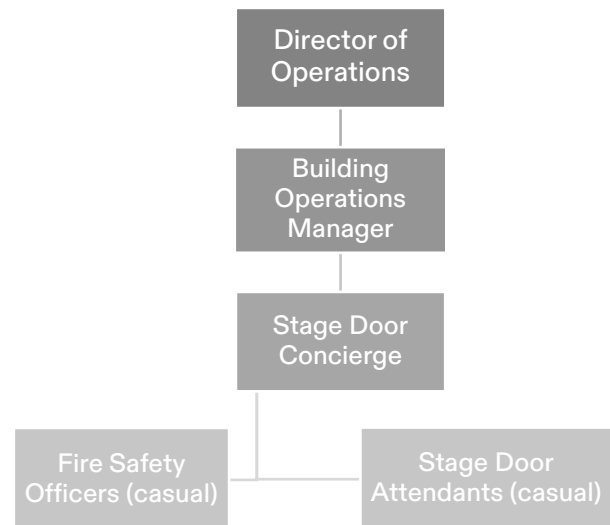
The Building Operations Manager is also responsible for the safe and efficient operation of stage door and the loading dock.

The role requires flexible work hours including out of hours and weekend work from time to time.

### OUR STRATEGIC FOCUS



### REPORTING LINE



### KEY RELATIONSHIPS



**MY RESPONSIBILITIES****Responsibilities****Duties**

- **Building Services:** manage preventative and reactive maintenance and repair service contracts and works for building assets; manage cleaning contracts, provide general caretaker services and undertake minor repairs; engage, schedule and supervise building contractors on site; maintain excellent building presentation standard; manage and audit building assets to monitor and report on asset condition and support asset planning; support capital works design, planning and delivery; manage building-related liaison with the City of Sydney and precinct neighbours.
- **Venue Access:** Oversee stage door operations, back-of-house concierge services and visitor registration; manage safe operation of the loading dock; oversee building security and liaison with security contractors; communicate and enforce WHS requirements for contractors performing repair and maintenance work on site
- **Workplace Health and Safety:** Manage contractor safety inductions, act as Chief Fire Warden during assigned shifts, and take control of emergency procedures including evacuation where necessary; oversee in-house emergency training sessions; adhere to best industry practice and all relevant WHS regulations; participate in the Work Health and Safety Committee.

**Performance Indicators**

- Deliver quality building operations services within built environment constraints
- Effectively balance maintenance work and business-as-usual demands on space and facility assets
- Maintain consistently high safety compliance

**MY ATTRIBUTES, SKILLSET AND BEHAVIOUR****Criteria****Essential**

- Sound understanding of building management control and security systems and experience in general building care and maintenance
- Excellent organisational and time management skills, with the ability to troubleshoot and meet deadlines
- Ability to multitask and communicate in a friendly and co-operative manner
- Sound knowledge of WHS legislation, industry codes and regulation
- Current NSW Driver's Licence

**Desirable**

- Facilities Management qualifications
- Experience in basic asset management and asset lifecycle planning
- First Aid Certificate
- Repairs and basic handywork skills

**Experience**

- Demonstrated experience in facilities management of a complex public access venue
- Experience in overseeing multiple service and repair contractors concurrent with venue usage
- Experience managing a loading dock

**Attributes and Behaviours****Connection**

- Ensure the building is performance ready for artists and audiences

**Imagination**

- Envisage new ways to improve asset life cycle and planning and building efficiency

**Excellence**

- Maintain peak performance in building operations and maintenance

**Sustainability**

- Support the venue's future by ensuring its good repair and reducing operational costs