

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

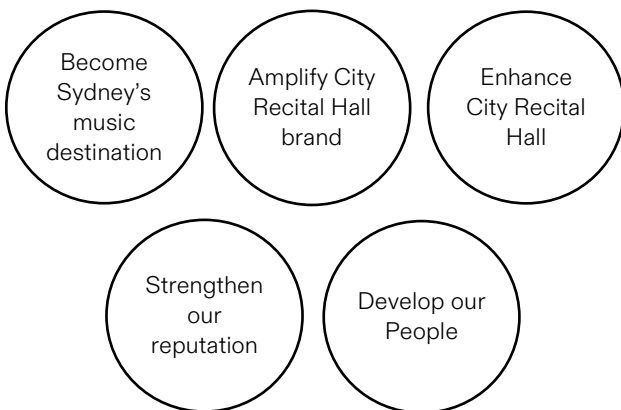
The Facilities Manager has primary responsibility for maintaining building presentation standards. The role is responsible for the day-to-day maintenance of property, building services and fire systems and assists in long-term asset planning for a premium performing arts venue.

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

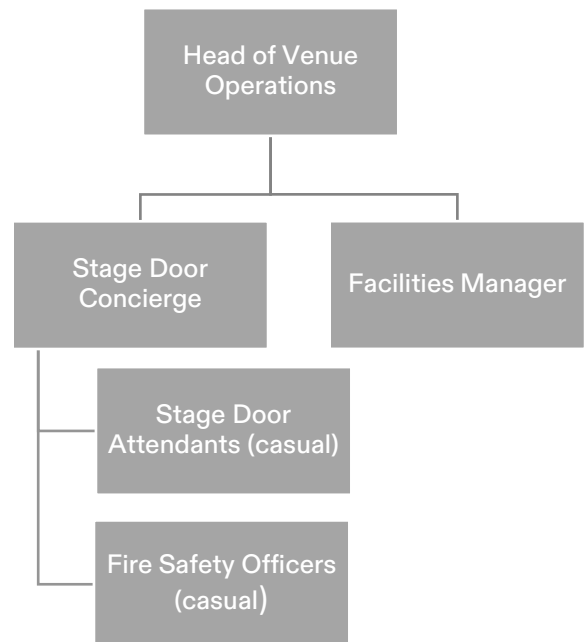
The Facilities Manager works closely with the Head of Venue Operations to help facilitate our capital works upgrades, and works alongside Stage Door to maintain a safe working environment.

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

OUR STRATEGIC FOCUS AREAS



REPORTING LINE



KEY RELATIONSHIPS



MY RESPONSIBILITIES

Building Services: provide general caretaker services including ad-hoc cleaning, and undertake timely repairs and maintenance, manage preventative and reactive maintenance and repair service contracts; 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: Help facilitate 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.

Workplace Health and Safety: Manage contractor safety inductions; and communicate and enforce WHS requirements for contractors performing repair and maintenance work on site. 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; ensure building and assets meet WHS regulation.

PERFORMANCE INDICATORS

Deliver quality facilities management 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 & BEHAVIOUR**Essential**

- Hands on and proactive approach to maintenance, repairs and ad-hoc cleaning.
- 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
- Repairs and handywork skills
- Current NSW Driver's Licence

Desirable

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

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 & 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

ACKNOWLEDGEMENT

I accept the position description as stated above and that the position description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

Print Name: _____

Signature _____

Date: _____