

DUTY PROFILES – CASUAL VENUE DELIVERY, OPERATIONS AND EVENTS POSITIONS

VENUES WEST

POSITION	LEVEL	RESPONSIBILITIES	REQUIREMENTS/CAPABILITIES
BOH RUNNER/STAGEDOOR	Level 3 VWGA	<ul style="list-style-type: none"> Assists with logistics and tasks to ensure smooth delivery of events including movement of equipment and stock, assisting the Storeman as required, assisting with the set up and break down of the event. Undertakes deliveries to and from locations as required during functions and events Ensures security of the BOH area, monitors entry into the areas and alerts security/management of any unauthorised access. Runs event-related errands as required. <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> Takes care to protect own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> Ensures storage areas are clean, tidy and orderly, with records maintained appropriately. Assists Venue Officers and Catering staff with set up of event equipment as required. Other related duties, as directed. 	<ul style="list-style-type: none"> Communicates clearly listening to, understanding and adapting communication styles to the audience.
CAR PARK/TRAFFIC MANAGEMENT SUPERVISOR	Level 4 VWGA	<p>CAR PARK OPERATIONS</p> <ul style="list-style-type: none"> Liaises with and maintains relationships with the car park staffing contractor including handling staff enquiries and ensuring that the contractor is informed of all relevant information. Conducts staff training and pre/post event briefings to ensure that workers understand their responsibilities and obligations in relation to car park operations and VenuesWest policies and procedures. Prepares event day paperwork including distribution lists, sign in/out of equipment and key registers. Provides input and feedback on car park plans tailored to suit each event for all venues as required including emergency procedures, staffing and equipment locations. Oversees car park operations including set up, event operations and pack down. <p>ADMINISTRATION AND STAFF SUPERVISION</p> <ul style="list-style-type: none"> Administers the car park roster in consultation with the Event Management team to ensure compliance with legislative requirements. Assists with the preparation of event staffing cost estimates in relation to the car park. Provides induction, job specific training and feedback to car park staff and assists with on-the-job performance assessments. Supervises and directs car park staff. Provides ongoing job specific training and feedback to car park staff as required. Liaises with the Finance team to arrange car park floats for events. Manages the cash handling and POS activities for the car park including set up of floats and accountability for reconciliations. Procures approved operational items as required and within budgetary guidelines. Assists in the development and implementation of policies, standards and operating procedures. Records and reports on car park operations, user and venue statistics as required. <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> Takes care to protect own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> Other related duties, as directed. 	<ul style="list-style-type: none"> Previous experience in car park supervision and/or traffic management including supervision of staff. Communicates clearly listening to, understanding and adapting communication styles to the audience.
EVENT SUPPORT OFFICER	Level 4 VWGA	<p>ADMINISTRATION</p> <ul style="list-style-type: none"> Coordinates FOH staff requirements for events including rostering, payroll & invoicing. Compiles event related costs to provide final event financial settlement for Event Manager and Event Leads for approval and Commercial Managers for finalization and Settlement. Delivers event administrative items such as signage (digital & static), uniforms and event day documentation. Prepares event day paperwork for printing and distribution. Coordinates radios for events and basic upkeep of radio equipment as required. Order staff uniforms and maintains inventory (permanent & casual staff) Assists Event Manager & Event Leads in the administration of event finances 	<ul style="list-style-type: none"> Previous experience in an administrative role preferably in an events environment. Communicates clearly listening to, understanding and adapting communication styles to the audience. Strong organisational skills.

	<ul style="list-style-type: none"> Takes meeting minutes and administers actions for event and team meetings and distributes to key stakeholder. Implements policy, standards and operating procedures to manage the delivery of events. <p>EVENT DELIVERY</p> <ul style="list-style-type: none"> Delivers event plans including estimating costs, staffing, security, first aid and merchandise as required. Coordinates event delivery lead-in items, ensuring documentation is current to the day and any material variations (current or foreseen) are reported to the Event Manager or Event Lead. Contributes towards event set-up requirements to the Event Manager and ensures customer requirements are delivered. Coordinates additional event services with internal and external stakeholders, including shuttles buses, merchandise and signage. Communicates event set-up requirements to the Event Manager and Event Leads to ensure customer requirements are delivered Prepares FOH and event staff requirements including rosters and documentation, in conjunction with event Lead. <p>TICKETING</p> <ul style="list-style-type: none"> Assists with preparation of the event build process ensuring complete accuracy including; checking each event is programmed accurately and correctly and receives client approval. Assists with the ticketing requirements on event days, as required. Assists with ticket hold requirements including overseeing the issuing of all complimentary tickets for all events including VenuesWest House seats. Assist with back fills for the Ticketing & Event Supervisor role as required. People Management Inputs and reviews timesheets for casual FOH event staff for events ensuring all are coded accurately and submitted for approval in the payroll & staffing systems. <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> Takes care to protect one's own health and safety at work and that of others, by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> Undertakes other relevant duties as required. 	
FIRST AID OFFICER	<p>Level 3 VWGA</p> <ul style="list-style-type: none"> Provides first aid to event patrons in addition to general VenuesWest patrons as required. Logs all incidents ensuring that they are provided to the Supervisor at the end of the shift. Ensures that all first aid supplies that need refilling are reported to the Supervisor. Familiarises themselves with medical resources in the local area, for example, where to access a defibrillator, epipen or emergency medical assistance if required Undertake checks of the office first aid kit to ensure compliance. Remains calm and takes charge of first aid situations. <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> Takes care to protect one's own health and safety at work and that of others, by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> Undertakes other relevant duties as required. 	<ul style="list-style-type: none"> Previous experience as a First Aid Officer. Communicates clearly listening to, understanding and adapting communication styles to the audience. Provide First Aid Certificate (HLTAID003 or equivalent) and Provide CPR (HLTAID001 or equivalent)
FRONT OF HOUSE MANAGER/EVENT SUPERVISOR	<p>Level 5 VWGA</p> <ul style="list-style-type: none"> Supervises and directs casual staff during the event Ensures all event staff and relevant event service providers are fully briefed on Venue Event Plans and deliver all requirements to the highest level of standard and distributes event documentation as required. Ensures Front of House staff are aware of customer service standards and emergency evacuation procedures. Assists with delivery of event administrative items such as signage (digital & static), uniforms and event day documentation. Controls allocation and storage of keys for casual event staff Compiles post event reports/briefs for the Event Manager/Event Operations Coordinator as required. Reconciles employee timesheets as required. Provides induction, job specific training and feedback to casual staff. Monitors patron satisfaction levels, responds to feedback and complaints as required, recommends and implements improvements. Remains in contact with the Front of House Supervisor, ticket sellers, reception, first aid staff, car park supervisor and Event Manager providing information, direction and guidance as required. <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> Takes care to protect one's own health and safety at work and that of others, by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. 	<ul style="list-style-type: none"> Previous experience in an events environment. Previous experience in supervision of staff. Communicates clearly listening to, understanding and adapting communication styles to the audience. Strong organisation skills. Strong leadership skills.

		<p>OTHER</p> <ul style="list-style-type: none"> • Undertakes other relevant duties as required. 	
FRONT OF HOUSE SUPERVISOR	Level 3 VWGA	<ul style="list-style-type: none"> • Acts as the eyes and ears on the ground during an event, reporting issues to the FOH Manager as they arise. • Supervises and directs casual staff during the event • Ensures Front of House staff are aware of customer service standards and emergency evacuation procedures. • Assists with delivery of event administrative items such as signage (digital & static), uniforms and event day documentation. • Reconciles employee timesheets as required. • Provides induction, job specific training and feedback to casual staff. • Monitors patron satisfaction levels, responds to feedback and complaints as required, recommends and implements improvements. • Remains in contact with the Front of House Manager, whilst liaising with ushers, door staff and first aid staff within their designated areas. <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> • Takes care to protect one's own health and safety at work and that of others, by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> • Undertakes other relevant duties as required. 	<ul style="list-style-type: none"> • Previous experience in an events environment. • Previous experience in supervision of staff. • Communicates clearly listening to, understanding and adapting communication styles to the audience.
RIGGER	Level 4.4 VWGA	<ul style="list-style-type: none"> • Installs, operates, and dismantles rigging systems for live events, safely suspending lighting, sound, scenery, and effects using specialized equipment like hoists, winches, and trusses, requiring strong knowledge of load limits, safety protocols, and the ability to work under pressure in fast-paced environments, often at heights. • Inspects gear, calculates weights, collaborates with production teams, and ensures all overhead systems function flawlessly and safely for performances. • Assembles, secures, and takes down rigging structures and equipment (trusses, motors, cables, etc.). • Runs automated and manual rigging systems during shows, rehearsals, and load-ins/outs as required. • Conducts pre-use checks, maintains equipment, and ensures adherence to strict safety standards (e.g., load limits, fall protection). • Load Calculation: Determines proper rigging techniques and calculates load weights for heavy items. • Works closely with lighting, sound, set design, and production crews. • Identifies and resolves issues with rigging equipment on the fly. • Follows event rigging plans and the instructions of the Rigging Specialist and Technical Operations Coordinator to ensure the safe rigging and installation of equipment. <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> • Takes care to protect one's own health and safety at work and that of others, by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> • Other related duties, as directed. 	<ul style="list-style-type: none"> • Previous experience working as a rigger in an events environment. • WA Construction Industry White Card (Work Safely in the Construction Industry) • Work Safely at Heights (RIIWHS204D) • WorkSafe 'License to Perform High Risk Work' for Basic Rigging (RB) • Communicates clearly listening to, understanding and adapting communication styles to the audience.
ROPE ACCESS AND RIGGING SPECIALIST	Level 8 VWGA	<p>In addition to the responsibilities of the Rigger position:</p> <ul style="list-style-type: none"> • Uses ropes and climbing techniques to perform maintenance, inspections, and repairs at height all while adhering to strict safety protocols. • Reviews rigging plans to ensure they adhere to VenuesWest safety requirements. • Supervises the casual riggers ensuring compliance. • Access & Rigging: Sets up anchor points, rigging, and rope systems for safe access to heights. • Inspections: Performs visual checks, structural integrity assessments, and Non-Destructive Testing (NDT) on various structures. • Participates in toolbox talks, follow SWMS (Safe Work Method Statements), conduct equipment checks, and support emergency rescue procedures. <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> • Takes care to protect one's own health and safety at work and that of others, by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> • Other related duties, as directed. 	<ul style="list-style-type: none"> • Previous experience working as a rope access technician and rigger in an events environment. • Level 1 Rope Access Technician Certification • WA Construction Industry White Card (Work Safely in the Construction Industry) • Work Safely at Heights (RIIWHS204D) • WorkSafe 'License to Perform High Risk Work' for Basic Rigging (RB) • Communicates clearly listening to, understanding and adapting communication styles to the audience.
SIGN ON/COMMS/MERCH OFFICER	Level 3 VWGA	<ul style="list-style-type: none"> • Provides direction to staff regarding where they are going, uniform and equipment requirements. • Ensures staff are organised for their briefings at the beginning of shifts. • Allocates equipment to staff including keys/access cards, name badges and uniforms and ensures that they are returned at the end of the event. • Manages the distribution of two-way radios <ul style="list-style-type: none"> - Ensuring all staff sign radios out at start of shift - Checking all radios are returned in good working order at end of shift • Ensures staff are correctly signed on and off for their shifts. • Collates timesheets for processing. 	<ul style="list-style-type: none"> • Communicates clearly listening to, understanding and adapting communication styles to the audience. • Strong organisational skills.

	<ul style="list-style-type: none"> Reports any staff no-shows to the Supervisor. Ensures the sign on room is neat and tidy at the end of the event. <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> Takes care to protect one's own health and safety at work and that of others, by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> Other related duties, as directed. 	
STAGE HAND/STAGEHAND OVERNIGHT	<p>Level 2 VWGA/Level 5 VWGA</p> <ul style="list-style-type: none"> Assists in the set up and breakdown of events including staging, drapes and flooring. Loads and unloads equipment. Sets up and breaks down stages, lighting and audio equipment. Assembles and disassembles props, scenery and staging equipment for events. Maintains the presentation and safety of all operational areas to a high standard. Reports facility plant and equipment repairs and servicing requirements to the Supervisor. Ensures that stock and operational equipment is stored and maintained correctly after events in conjunction with the store person or Supervisor. <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> Takes care to protect one's own health and safety at work and that of others, by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> Other related duties, as directed. 	<ul style="list-style-type: none"> Communicates clearly listening to, understanding and adapting communication styles to the audience. WA Construction Industry White Card (Work Safely in the Construction Industry) Work Safely at Heights (RIIWHS204D) <p><i>*Stagehands are expected to work long hours whilst performing a wide range of physical tasks. Shifts can be any time of the day or night dependent on the needs of the promoter and the timetable of events. Overnight shifts are paid on a higher hourly rate between 12:00am – 6:00am at a level 5.1.</i></p>
TECHNICAL OPERATOR	<p>Level 5 VWGA/Level 6 VWGA</p> <ul style="list-style-type: none"> Undertakes the timely installation, operation, maintenance and removal of technical infrastructure for events. Programs and operates audio and lighting consoles and other technical equipment related to event production. Maintains, repairs and manages the organisation and storage of technical equipment and assets. <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> Takes care to protect one's own health and safety at work and that of others, by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> Other related duties, as directed. 	<ul style="list-style-type: none"> Previous experience in the installation, programming, maintenance and breakdown of technical event equipment. Communicates clearly listening to, understanding and adapting communication styles to the audience. <p><i>*Level paid will depend on qualifications and experience</i></p>
USHER/TICKET SCANNER	<p>Level 2 VWGA</p> <ul style="list-style-type: none"> Welcomes guests in a polite and friendly manner, check tickets, and directs them to their assigned seats. Maintains the flow of traffic throughout the seating blocks during the course of the event. Ensures that patrons are entering through the correct door. Remain in contact with the Supervisor throughout the event to ensure all proceedings are running smoothly. Distributes programs, hand out items like fans or confetti, and help manage the orderly entry and exit of guests. Assists elderly guests, those with disabilities, or families needing extra help. Monitors crowds, ensure only authorized personnel access certain areas, and calls security/supervisor if needed. Distributes programs, brochures, and other materials. Informs guests about the location of the restrooms, refreshments, and exits. Monitors the guests' activity to ensure the safety of the event. Enforces event rules and relevant health and safety regulations. Ensures that the facilities are neat and organized, cleans the work area at the end of the event as required. Follows all emergency protocols and guiding audience members to the exits in an orderly manner. <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> Takes care to protect one's own health and safety at work and that of others, by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> Other related duties, as directed. 	<ul style="list-style-type: none"> Previous experience working in a customer-facing role (desirable) Communicates clearly listening to, understanding and adapting communication styles to the audience.
VENUE OFFICER	<p>Level 3/Level 4 VWGA</p> <p>OPERATIONS</p> <ul style="list-style-type: none"> Assists in the establishment of set up arrangements for functions, events and bookings in liaison with the Venue Supervisors, Sports and Events team and customers as required. Sets up facilities as per function/events/booking plan and adjust accordingly. Acts as the VenuesWest liaison for functions, events and bookings, including: <ul style="list-style-type: none"> welcoming the client; 	<ul style="list-style-type: none"> Previous experience working within and knowledge of the operations of sporting and/or entertainment venues. Communicates clearly listening to, understanding and adapting communication styles to the audience.

	<ul style="list-style-type: none"> ○ checking arrangements; and ○ actioning any requests • Sets up and assists during events if required. • Sets up and operates event and catering operational equipment. • Collects, distributes and returns to safe event monies. • As directed by the Supervisors liaises with Production Companies and clients about event requirements for lighting sound, stage, audio visual, power, floor plans, venue access and equipment required etc. <p>VENUE PRESENTATION</p> <ul style="list-style-type: none"> • Maintains the presentation and safety of all operational areas to a high standard. • Reports facility plant and equipment repairs and servicing requirements to the Facilities Branch. • Repairs sporting surfaces (including line markings) as directed by the Venue Supervisor. <p>STOCK AND EQUIPMENT CONTROL</p> <ul style="list-style-type: none"> • Assists the Supervisors in organising equipment (including the hire of) and associated material for special event set ups. • Ensures that stock and operational equipment is stored and maintained correctly after events in conjunction with the store person. • Manages stock and operational equipment levels and report on as required. • Orders stock and equipment to predetermined amounts in consultation with the Supervisors. • Transports stock and equipment to VenuesWest facilities. • Actions requests for stock, equipment and staff for all venues. <p>CLEANING AND SECURITY</p> <ul style="list-style-type: none"> • Liaises with the Presentation Services Officer to address any cleaning problems. • Undertakes daily security checks throughout the facility and carry out security procedures to close the venue as required. • Supervises customers utilising the venue ensuring they abide by the appropriate rules and regulations. • Undertakes minor maintenance and cleaning of operational equipment where necessary and report to Supervisors. <p>EMERGENCY CONTROL ORGANISATION</p> <ul style="list-style-type: none"> • Undertakes the Emergency Control Organisation (ECO) duties in an administrative and operational capacity to lead emergency coordination responsibilities in accordance with the Emergency Response Plan (ERP). <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> • Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed. • Takes care to protect one's own health and safety at work and that of others, by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> • Other related duties, as directed. <p>VENUE SET UP AND PRESENTATION</p> <ul style="list-style-type: none"> • Ensures all VenuesWest facilities are presented in a clean, safe and tidy condition at all times and that public health and safety standards and OSH regulations are adhered to. • Ensures correct and timely set up and close down of any functions or bookings. • Opens and locks up venue and ensures the security system is in place as required. • Ensures (in liaison with permanent staff) physical resources are stored correctly and meet operational requirements. • Ensures (in liaison with permanent staff) that all hire equipment is scheduled, documented, received and returned. • Carries out routine and preventative maintenance and general cleaning duties as required. • Undertakes perimeter checks; reports any damage to the Venue Coordinator and assists with the repair/rectification as required. • Coordinates all aspects of set-up of sports specific requirements and resources. • Welcomes clients, checks arrangements, acts as point of contact for bookings and actions all customer requests in the absence of the Venue Coordinator. • Assists in liaising with and supervising service providers, contractors and clients about booking requirements. • Collates physical resource requirements for bookings. • Hires any shortfalls or additional resources as approved by the Venue Coordinator • Assists the Venue Coordinator in compiling the costs of all physical and human resource requirements for bookings. • Supervises the set up and operation of all operational booking specifications (e.g. PA, Video & Lighting), ensures operational as required and provides clients with access to Wi-Fi, logins and passwords as required. • Establishes bump in/out schedules for bookings and events and provides to the Venue Coordinator for approval. • Liaises with the Sales Managers in relation to events for timeframes and staffing budgets. • Coordinates and programs variable message boards and electronic signage boards as required. • Coordinates air conditioning and lighting schedules for event spaces. 	<ul style="list-style-type: none"> • Provide First Aid Certificate (HLTAID003 or equivalent) and Provide CPR (HLTAID001 or equivalent) • WorkSafe 'License to Perform High Risk Work' for Forklift (FL) • WA Construction Industry White Card (Work Safely in the Construction Industry) • Work Safely at Heights (RIIWHS204D) <p><i>*Level paid will depend on qualifications and experience</i></p>
VENUE SUPERVISOR	Level 5/Level 6 VWGA	<ul style="list-style-type: none"> • Previous relevant experience in the safe delivery of function and/or event production and supervision within a multi-purpose sport, recreation and/or entertainment venue. • Communicates clearly both orally and in writing; Listens to understands and adapts communication styles to the audience. • Experience supervising staff • Provide First Aid Certificate (HLTAID003 or equivalent) and Provide CPR (HLTAID001 or equivalent) • Work Safely at Heights (RIIWHS204D) • WorkSafe 'License to Perform High Risk Work' for Forklift (FL) • WA Construction Industry White Card (Work Safely in the Construction Industry) <p><i>*Level paid will depend on qualifications and experience</i></p>

- Welcomes clients, checks arrangements, acts as point of contact for bookings and actions all customer requests in the absence of the Venue Coordinator.

EVENT SUPERVISION

- Assists with coordination of all aspects of event and sport set-up including testing and operation of all booking specifications including (but not limited to) P.A., timing equipment, sporting equipment, car parking and course/track preparation.
- Assists with the coordination of event delivery lead-in (including all logistical arrangements), ensuring that all documentation is current, and any issues are reported to the Venue Coordinator.
- Assists the Technical Operations Coordinator with determining technical requirements for events.
- Operates technical equipment (e.g. PA, video screens, lighting, scoring and timing equipment) as required.
- Ensures the venue is set-up as per the booking request or touring rider and advises the Technical Operations Coordinator and/or Venue Coordinator of any shortfalls.
- Controls allocation and storage of keys and uniforms for casual BOH event staff.
- Coordinates radios for casual BOH event staff and basic update of radio equipment as required.
- Assists with conducting pre and post event venue checks including maintenance and venue presentation and carries out or recommends rectifications as required to ensure all event areas are safe as required.

ADMINISTRATION AND STAFF SUPERVISION

- Assists with the booking of Contract Labour Hire and/or VenuesWest BOH staff for events as required using Personnel Manager and reconciles timesheets post-event including addition of financials to Reconciliation Files.
- Supervises casual event staff including traffic management, parking, maintenance, cleaning as directed by the Venue Coordinator and/or Manager Venue Delivery and Operations.
- Administers rosters as required for day-to-day operations and events.
- Reconciles employee timesheets as required.
- Provides induction, job specific training and feedback to casual staff.
- Supervises and directs Venue Officers and other casual staff as required for day-to-day Operations & Events.
- Liaises with and supervises third party providers such as Production Companies, Operational Suppliers & Labour Hire Companies operating on site to ensure adherence to VenuesWest safety requirements and are tracked through Rapid Global.
- Liaises with clients in regard to all Back of House needs ensuring services are delivered to the highest standard for both events and day to day operations.
- Undertakes cash handling and POS activities as required, including set-up of floats and reconciliations.
- Supervises Security for day-to-day operations such as Working Alone Guards & smaller events where the Event Operations Team are not involved.
- Procures approved operational items as required and within budgetary guidelines.
- Assists in the development of and implementation of policies, standards and operating procedures.
- Liaises with all departments to develop appropriate plans for venue and event delivery including Catering, Cleaning, Aquatics, Facilities Management, Capital Works and Contracts Departments as required

HIGH RISK WORK

*Note that High Risk activities are to be undertaken only by those employees who hold the relevant qualifications at the relevant venues (PHPC/AJ).

Dogging

- Supports VenuesWest's riggers in undertaking planned activities as described in the Event Rigging Checklist.
- Undertakes the duties and responsibilities of Dogging Operator as detailed in the VenuesWest Rigging and Dogging Procedure

Forklift

- Supports VenuesWest's delivery schedule for all departments and clients as required.
- Undertakes the duties and responsibilities of a Forklift Operator as detailed in the VenuesWest Forklifting Procedure.

Elevated Work Platform

- Supports VenuesWest's riggers in undertaking planned activities as described in the Event Rigging Checklist where an Elevated Work Platform is required.

WORKPLACE SAFETY AND HEALTH

- Takes care to protect own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws.
- Chief Warden - Undertakes the Emergency Control Organisation (ECO) duties in an administrative and operational capacity to lead emergency coordination responsibilities in accordance with the Emergency Response Plan (ERP)
- Facilitates the operation of the fire panel including testing, isolation and de-isolation of zones as required.
- Ensures all work undertaken by the Venue Delivery branch, and relevant contractors is undertaken in a safe manner in compliance with relevant legislation.
- Ensures that direct and indirect reports understand their obligations under the WHS Act and any relevant Policies and Procedures applicable to the work being undertaken.
- Ensures all risks, hazards and incidents are reported and control measures are actioned appropriately.

OTHER

- Other related duties, as directed.

