

Stores & Facilities Coordinator

Key Responsibilities

Stores & Asset Management:

- Working with the Production Department, maintain asset registers of all scenic, set, rigging and mechanical inventory as necessary.
- Maintain and manage all props catalogues, storage, and inventory management.
- Maintain management strategies, processes and systems for the Cala St warehouse and onsite assets at Horti Hall.
- Respond to all requests for stores items in a clear and concise manner and as early as practicable to ensure rehearsal and production elements are ready and available.
- Maintain all stores communication with Opera Australia Stores of daily/bi-weekly crew and truck movements and advise the Head of Technical & Operations if any major issues arise.
- Organise and book all crew and truck movements required for stores maintenance, weekly runs, and production errands (excluding production requirements)
- Liaise with the Production Team for afterhours stores access requirements, set return times, and assist as and when required for after hours or during work hours access.
- Liaise with the Production Team regarding crew sharing under these conditions – i.e., show crew may be requested to come to unload at the store, in which case stores crews are not required, just the Stores Coordinator to manage the unload and sorting of items (or similar).
- Manage all container movements for storage and production loading as required.
- Collect/Deliver props, production elements or deliveries as requested from Production or Stage Management for a show or rehearsal.
- Carry out small props and set repairs as necessary, advising of the need for any skilled labour when requested if outside the scope of work or ability.
- Ensure store is always maintained in a safe manner. Advise of any items that need to be repaired, fixed, installed, purchased, or maintained.
- Manage all quotes for those items and approve with Head of Technical & Operations prior to ordering.
- Maintain, Repair and Build props and scenic elements as required.

Building & Facilities Management:

- Maintain an accurate list of works at Horti Hall - including but not limited too; cleaners, gardeners, pest/ insect management, building repairs, plumbers, electricians, HVAC, fire safety and maintenance and building compliance.
- Maintain a monthly full first aid register and inspection for all first aid kits, defibrillators, epi-pens, and other kits as required.

- Weekly maintenance and cleaning of the building (outside the scope of the cleaning subcontractors), including but not limited to car park cleaning (tyre hazards/rubbish), outside cleaning (leaves, rubbish), onsite shed maintenance and tidying up.
- Maintain bin register, ensure all bins are put out for public collections and arrange for skips/rubbish removal as required.
- Ensure subcontractors are attending to all items as per their contracts – review regularly and re-tender as required with approval from the Head of Technical & Operations.
- Ensure all items of the building are in a sound and working condition – including lights, emergency lighting, fire items, stairways and corridors, toilets, and accessories (heaters/dryers/soap dispensers etc), power, network, doors, gates, public access, and any other items as required from time to time.
- Ensure liaison with Trades Hall facilities to identify and respond to issues within the Marketing & Development office and the Wardrobe Department.
- Ensure all fire/electrical compliance and inspections are carried out and logged.
- Manage all quoting of the above items and approve with Head of Technical & Operations prior to execution.

Other:

- Maintain accurate records in a timely and efficient manner.
- Maintain all reasonable licences and training in liaison with the Head of Technical & Operations as necessary.
- Any other reasonable duties as may be required from time to time.

Requirements:

- Full Driver's License
- Truck license (or willingness to obtain) advantageous.
- Forklift license (or willingness to obtain) advantageous.
- Set building/props building skills an asset.
- Willingness for mixed time schedule – days, nights, weekends
- Familiarity with IT systems an asset

All recruitment and promotion of employees at Victorian Opera will be based on merit regardless of sex, race, marital status, sexual preference or religion. We aim to recruit a diverse range of people with a diverse range of talents to help us achieve our goals.