



## Festival Safety Officer Position Description

<b>Title:</b>	Festival Safety Officer
<b>Employment Conditions:</b>	Fixed term, casual position with variable hours each week. 230hrs max
<b>Remuneration:</b>	\$35hr Casual (as per the Live Performance Award)
<b>Contract Term:</b>	8 weeks – 23 <sup>rd</sup> May to 14 <sup>th</sup> July 2023
<b>Location:</b>	Festival of Voices Office – 77 Salamanca Place, Battery Point

### Organizational Relationships

Reports to: Executive Producer

Key relationships: Executive Producer, Production Manager, Producers, Travel, Logistics and Accessibility Co-ordinator. Secondary: Festival team, suppliers, contractors, audiences.

### Festival of Voices – About us

The Festival of Voices mission is to celebrate community and encourage people to sing. This was the premise behind the first Festival of Voices in 2005. It remains the same today.

Festival of Voices is Tasmania's original marquee winter event. It has become known as Australia's premiere celebration of the voice, and one of the most important choral festivals in our region, combining contemporary and participatory programming, and singing workshops. In a 'normal' year the festival attracts an audience of around 30,000 people.

The reach and reputation of Festival of Voices has grown far and wide. The 'Godfather of modern a cappella' Deke Sharon (USA), describes Festival of Voices as 'pretty much the perfect vocal festival...and wishes that such a festival existed in every city and town every year.'

Prolific Australian songwriter, composer and multi-instrumentalists, Paul Jarman, describes Festival of Voices as 'mighty' and 'one of the great voice festivals in the world'.

Renowned German-based composer and conductor Gordon Hamilton, regards festival of Voices as 'a national treasure'.

## Role Description and Objectives

You are an enthusiastic and dedicated person, who will be the main point of contact for all Workplace Health & Safety related matters over Festival time. The Safety Officer provides operational event safety support to the Festival team by reviewing and monitoring production risk assessments, providing safety compliance advice, conducting inspections, delivering safety inductions and assisting to develop and maintain production safety related documentation. You will be ensuring the provision of WHS services are aligned with legislative requirements, Australian Standards, and the expectations of the Festival and promote an organisational culture and practices which create a work environment that provides for the WHS of all workers.

### Key responsibilities:

Role and responsibilities will include but not limited to:

- Provide, if applicable, COVID-19 safety planning for the event through the Tasmanian Governments COVID-19 Safe Events and Activities in Tasmania Framework (Events Framework) process prior to the event taking place
- Review and development of all WHS plans, policies and risk assessments
- Oversee the safe delivery of events and performance in line with the Festival safety policy and supporting documentation.
- Provide reliable and consistent safety advice and guidance to Venue Managers, Production Managers and broader Production team to ensure compliance with safety legislation and Festival safety procedures for each event delivery
- Contribute to identifying compliance requirements, improvements and solutions on Health and Safety matters.
- Proactively respond to safety issues, provide advice and assistance when problems arise and endeavour to resolve problems quickly and effectively
- Organise and distribute adequate safety resources for each Festival-produced event.
- Liaise with marketing for the creation of festival-branded safety signage if necessary
- Organise the printing and distribution of safety signage to each festival-produced event venue.
- Deliver safety inductions to all staff and volunteers approaching event time
- Remain up-to date on all emerging COVID-19 and other WH&S safety restrictions and directions.
- Ensure effective and positive internal communication and information is maintained and encouraged. This position will be required to engage with Marketing and Development team members to ensure required information is shared and managed as required
- Provide a comprehensive debrief document post festival
- Undertake other tasks and responsibilities and contribute as a team player as reasonably required.

## WHS, Equal Opportunity, Discrimination and Harassment

The Festival of Voices team is committed to high standards of performance in relation to Workplace Health and Safety and the provision of Equal Employment Opportunity. All employees and contractors are expected to participate in maintaining safe working conditions and practices, as well as promoting and upholding the principle of fair and equitable access to employment/promotion, personal and professional development and training and the elimination of workplace harassment and discrimination.

The festival proudly holds current Rainbow Tasmania Accreditation and does not tolerate any form of harassment or discrimination. All staff members are required to comply with company policies and procedures and continue the positive, inclusive working culture that has been achieved.

## Employment Conditions

Subject to employee contract

## APPLICATIONS

Please email applications to the attention Nadine Rowell, Executive Producer at [nadine@festivalofvoices.com](mailto:nadine@festivalofvoices.com) with 'Safety Officer + *your name*' in the subject line.

Please include:

- A cover letter that tell us why you are the perfect fit for the role
- Your resume
- Two professional reference contacts – name, position, email and mobile contact details to be included

Closing date for applications is 14<sup>th</sup> April 2023