

POSITION DESCRIPTION

TITLE: Logistics Manager

CONTRACT DURATION: Full-Time October 2024 – February 2025

REPORTS TO: Head of Production

POSITION OBJECTIVES

The primary responsibility of the Logistics Manager is to ensure the successful organisation and management of all crewing, transport and store logistics for Sydney Festival and to manage the smooth running of the Logistics Team.

KEY RELATIONSHIPS

Liases with:

- Head of Production & Production Manager
- Project Management Team
- Programming Team
- Administration & Payroll Team
- Other Festival Departments as required.
- External contractors as required e.g., crewing companies, vehicle hire companies.

Manages:

- Logistics Coordinators (2)
- Store Supervisor
- Transport Team (bus & truck drivers)

KEY RESPONSIBILITIES:

Logistics

- Manage the Logistics Team to provide logistics support for the 2025 Sydney Festival.
- Manage the Store Supervisor and Transport Team to facilitate their successful running of the Festival Store. This will include onboarding the team to their roles and overseeing the successful delivery of their main responsibilities.
- Create and modify rosters and schedules for Logistics, Store & Transport Teams on a rotating basis based on operational requirements for the Festival Period.
- Oversee the daily operations of the Logistics, Store & Transport Teams.
- Liaise with the Production and Programming Teams to ascertain crewing and vehicle transfer requirements for the Festival.
- Organise and manage all Production casual staff crewing requirements for the Festival. This will include recruitment, onboarding, rostering, and debriefing of casual staff. It will also require successful liaison with external crewing companies, where required, to fulfill crewing requirements.
- Assist payroll department to ensure smooth and accurate weekly payroll for casual staff.
- Organise and manage all transport requirements for Festival operations. This will require the organisation and management of all transport schedules and the coordination of the Store & Transport Team to fulfill these requirements.

- Hiring and managing the Festival vehicle fleet. Inc. arranging parking, toll, and fuel accompaniments.
- Liaise with Sydney Airport and other high-security venues to arrange for staff and artist transport.
- Report to the Head of Production any HR issues or changes/occurrences which affect the budget, quality, or safety of the Festival Operations or Staff.

Systems

- Ability to learn and successfully operate a custom scheduling system to schedule transport and crew.
- Ability to learn and use KeyPay as a rostering and Payroll system for casual staff.
- Ability to use JotForm for casual staff recruitment processes.
- Knowledge of phone and messaging systems, operating a phone line for the Logistics Hub, operating Telstra Mass SMS system & What'sApp for crew communication.
- Knowledge of taxi - cab charge and Uber ordering systems and ability to manage these systems for casual staff.

DESIRED EXPERIENCE AND PERSONAL ATTRIBUTES:

- Excellent problem solving, communication and people management skills.
- Ability to manage a team of people to ensure the successful fulfillment of key responsibilities.
- Experience and knowledge of casual staff recruitment, onboarding, managing payroll and rostering.
- Knowledge of Australian Fair Work policies – especially the Live Performance Award.
- Experience and knowledge in the successful creation and management of scheduling vehicles and the transport of both equipment and personnel.
- Strong office administration skills and exemplary organisational & management skills.
- Computer Literacy – Database Management, MS Office (Excel & Word) and a willingness to learn new computer systems as required.
- Experience in the development of resources and information (e.g., fact sheets, training manuals).
- Proficient and accurate data entry skills, database management, processes, and procedures.
- Understanding of Festival, Event and Theatrical environments.
- Ability to work efficiently and calmly under pressure in a busy environment.
- Ability to deal with variety of internal & external stakeholders.
- Willingness to work in a festival cycle that involves work outside standard business hours.
- Excellent personal presentation, and proven high standard of oral and written communication skills.
- Appropriate current Australian driver's license.