

## POSITION DESCRIPTION

**TITLE:** Store Supervisor

**CONTRACT DURATION:** Full-Time December 2024 – February 2025

**REPORTS TO:** Logistics Manager

### POSITION OBJECTIVES

The primary responsibility of the Store Supervisor is to ensure the successful organisation and management of the Sydney Festival Storage Facility, and to manage the smooth running of logistics movements during the Festival.

### KEY RELATIONSHIPS

**Liases with:**

- Logistics Co-ordinators
- Truck, Bus & Van Drivers
- Project Managers
- Event Coordinators
- Production Manager
- Head of Production
- Other Festival Departments as required.
- External contractors as required to facilitate store collections or deliveries.

**Manages:**

- Casual Store Crew
- Store assistant, if required.

### KEY RESPONSIBILITIES:

Logistics

**Before the Festival:**

- Ensure the store is clean and as organised as possible prior to the festival commencement.
- Work to ensure the accuracy of the store inventory system (Flex) prior to the festival commencing.
- Read the store safety and risk manual and be across the checklist.
- Assist Production staff to create lists in Flex for delivery and collection.
- Work with the logistics manager to prioritise deliveries and to solve store related scheduling issues in the Filemaker scheduling system.
- Advise the Logistics Manager of days which may require casual staff to manage heavier than usual workloads.

**During the Festival:**

- Work with the logistics team to prepare and schedule daily deliveries.
- When material is returned to the Store ensure it is promptly stored correctly and any rubbish is dealt with.
- Manage the garbage and recycling collections from the store.
- Keep the store as clean and tidy as possible.
- Update the risk and safety manual as required.
- Complete daily Store checklist.

- 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 store collections.
- Ability to learn and use “Flex” an inventory system for material management.
- Microsoft suite of applications.

#### **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.
- Computer Literacy – Database Management, MS Office (Excel & Word) and a willingness to learn new computer systems as required.
- 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.
- Forklift License, highly desirable.
- Appropriate current Australian driver’s license.