

Casual Events Staff

The City of Fremantle – Fremantle Arts Centre periodically require casual events staff to assist with bar operations and event setup and pack down during our concerts, exhibition openings and other miscellaneous events.

We are currently recruiting casual event staff for the event season September 2021 – May 2022. We are taking applications for this role until Friday 30 July.

Hours and requirements vary depending on our concert and events program, however the majority of shifts are for evening events.

Casuals appointed to this role may also be offered work as part of City of Fremantle festival events.

Role Duties

- Provide friendly, efficient customer service to audiences in a live event environment.
- Work in collaboration to deliver front of house requirements as requested for events across the City of Fremantle, FAC and Festivals program.
- Handle cash and operate a till, EFTPOS machine and electronic ticketing.
- Provide event information dissemination, surveys & distribution.
- Ensuring a clean, tidy and healthy work area.
- Work within responsible service of alcohol guidelines.
- Dispense stock & beverages including alcoholic beverages.
- Maintain product knowledge & assist customers in their selection.
- Assist with pre event set up, end of service clean up, breakdown tasks & restocking.
- Apply and promotes a positive and non-discriminatory work environment for self and others.
- Apply and promotes a safe work environment for self and others.
- Report all hazards to the relevant event manager.
- Perform in safety event processes as required by the event manager.
- Perform additional duties as required by the event manager.

Eligibility and Selection Criteria:

- Excellent customer service skills.
- Ability to work in fast paced and loud environment.
- Cash and/or ticket handling – Police Clearance will be required.
- Hospitality experience including bar service.
- Experience working with audiences in live event environments.
- Relevant hospitality qualifications – current RSA.
- Relevant product knowledge.
- Strong interpersonal and communication skills.

How to Apply

Please send a brief cover letter and CV (max. 2 pages) in Microsoft Word or PDF format to Fremantle Arts Centre Events Coordinator David Craddock on davidc@fremantle.wa.gov.au