

Position Statement



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| POSITION TITLE | Performing Arts Lead |
| POSITION NUMBER | 1182 |
| REPORTS TO | Cultural Facilities Coordinator |
| CLUSTER | Service Delivery |
| DEPARTMENT | Arts, Culture and Tourism (ACT) |
| TEAM | Events and Festivals |
| GRADE | G Band Two – Indoor - 35 hours per week |

ROLE PURPOSE

The Performing Arts Lead manages the effective use of the 300-seat Rathmines Theatre and the 300 seat Warners Bay Theatre. This position works with colleagues and patrons to administer, curate, program and manage a variety of commercial and community performance-based experiences within these facilities.

This position works collaboratively with other members of the team to boost use, exposure and visitation, through contemporary and progressive programming of live music, performance, theatre, dance, mixed community and commercial hire.

Roles may evolve and change over time, in line with the changing strategic and operational requirements of the organisation to deliver quality services to our community.

CORE ACCOUNTABILITIES

1. Coordinate the day-to-day operations and hire of the Rathmines and Warners Bay Theatres, manage contractors and hirers, quality service deliverables and community engagements
2. Complete daily administration tasks pertaining to theatre operations, including hirer activities, facility services and maintenance, artist agreements, goods and services procurement processes and customer communications
3. Implement the strategic directions of the Council's performing arts strategy.
4. Produce an annual theatre program within both venues that support and value add to existing events and festivals, other ACT major programs and seasons.
5. Assist in the presentation of the theatres for hire, set up for commercial, theatrical and community presentations and provide practical technical advice and support when required.
6. Proactively deliver, review, monitor and report on activities within these spaces to ensure the facility, services, community engagements and revenue targets are achieved.
7. Work within a set budget and assist in financial reporting for the facility
8. Develop positive working relationships with team members, stakeholders and community groups
9. Manage consumable stocks including food and beverages for theatre bars
10. Review, create and maintain venue operation documentation, including conditions of hire, operating manuals and WHS procedures, including providing venue inductions

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11. Work closely with ACT Marketing to maintain Theatre websites and create and deliver marketing and communications plans for Theatres programming

The incumbent is required to undertake other duties, projects or tasks as directed, which are within his/her skills, competence and training, and undertake job-specific training and development. Consultation will occur as part of this process.

This position:

- may operate across departmental service delivery, Monday through to Sunday; 8.00am to 9.00pm.
- is located across the ACT facilities with occasional visits to external sites/depots.
- the incumbent may be required for front of house service delivery.
- prior to an offer of employment being made, recommended candidates may be subject to a medical assessment prior to commencement.

ESSENTIAL CRITERIA

1. Tertiary qualifications in Performing Arts and/or cultural facility management and/or theatre craft and stage production.
2. Demonstrated cultural facility management and solid understanding of theatre technical issues and equipment.
3. C Class Drivers Licence.

DESIRABLE CRITERIA

1. Demonstrated Project Management capability with an ability to innovatively and creatively manage projects in areas – stage production, live music and performance, weddings and corporate hire and events.
2. Understanding of and an interest in the theatre sector strategies and deliverables.
- 3.

CONDITIONS OF SERVICE

Our values: *shaping our future, leading at all levels, and working together*, reflect the culture of our organisation. They are the 'glue' that brings us all together in achieving our Council and community goals. Employees are expected to support, and feel supported by, our shared values.

Council's Capability Framework applies to all positions, and sets out the behaviours we expect from our people. The Capability Profile for this position is: Team Leader. The details of each profile are available on Council's intranet.

The incumbent is required to comply with Council's Code of Conduct, policies and procedures, and other conditions of service outlined in the letter of offer.