

JOB DESCRIPTION

POSITION: Jetty Memorial Theatre Manager	NAME:
DEPARTMENT: City Services	REPORTS TO: Community Services Manager
BRANCH : Community Services	AWARD CLASSIFICATION:

POSITION OBJECTIVES

- To provide leadership and management of the operation and further development of the Jetty Memorial Theatre ensuring that it is an accessible, welcoming, evolving and stimulating performance venue.
- Demonstrate a commitment to Councils core values, comply with the Code of Conduct and promote the image of Council as an efficient and professional organisation.

POSITION RESPONSIBILITIES

Jetty Memorial Theatre Planning, Development and Operation

- Plan, develop and undertake the day to day operation of the Jetty Memorial Theatre including coordination of bookings, equipment hire, venue and equipment maintenance, venue and equipment security.
- Identify and develop entrepreneurial opportunities which utilise the human, technical and physical resources of the venue.
- Source appropriate grant opportunities from State and Federal funding bodies and seek assistance from private and corporate sources through sponsorship and in kind support for programs and projects.
- In consultation with local groups, establish and implement policies which allow and encourage access by local groups and individuals.
- Establish effective processes to ensure appropriate access for local theatre groups, touring groups and individuals.
- Review, monitor and maintain relevant management plans, budgets and policies.
- To be a conduit between Council, it's Committees and the end user.

Program Area

- Provide for the diverse performing arts interests of the Coffs Harbour community. Encourage a broad based, stimulating and innovative program of activities and performances.
- Establish effective local, state and national networks within the performing arts industry.
- Maintain and monitor the budget for the Jetty Memorial Theatre.
 - Within the limitations of the budget undertake to promote and present a range of productions to generate income to be used to meet some of the operational costs of the venue.
 - Encourage community input into the operation of the Theatre through appropriate committees and forums.

- Ensure all policies, standards and legislative requirements are maintained at the Theatre.
- Establish and maintain an effective working relationship with the Cultural Development Officer.

Staff Supervision

- Manage and provide leadership to develop a cohesive team.
- In collaboration with supervisor and Human Resources staff recruit, train and develop support programs for staff.
- Encourage community and Council initiatives to develop theatre support groups such as committees and friends of the theatre
- Ensure the theatre is maintained and operated in accordance with Council's policies and procedures including EEO.
- Supervise theatre staff to ensure they are flexible, adaptive, efficient and productive and with particular regard to:
 - Objective Setting – theatre and individual objectives to be established and advised to staff.
 - Performance Assessment – To be ongoing on a continuous basis and undertaken more formally on a 12 month basis.
 - Organisation Review – Assess and develop the staff structure to meet the requirements of the organisation's structure review program, to enable the assessment of requirements when a staff vacancy occurs and to promote delegation and job responsibility to all levels in the service.
 - Recruit and manage volunteers to assist in the provision of services.

Occupational Health and Safety

- Establish and maintain an emergency evacuation plan for the Theatre and an emergency contact list.
- Implement, maintain and review procedures and guidelines to ensure that works under your supervision comply with workplace safety requirements for the proper protection of yourself, staff, users and the public.
- Ensure that the requirements of Council's Safe Working Code and OH&S standards are met and, in particular, that all requirements relating to personal protection are complied with at all times.

Risk Management

- Develop and implement hazard identification and risk management procedures for the Theatre.
- Ensure risk and fraud assessments are completed and procedures amended to minimise and prevent incidents.

Administration

- Support appropriate Committees of Council on matters relevant to Theatre operations.
- Prepare submissions and reports, on appropriate issues, for local, State and Federal Government Departments.
- Respond to relevant correspondence and inter-departmental memos.

- Ensure that all Theatre staff and Hirers are aware of Council's policies and procedures and are given information and opportunities to participate in relevant programs.
- Maintaining and update budget information for the venue.
- Provide timely information and advice to Council on all aspects of the Theatre's development and the projected needs of the area and attend Council meetings as required.
- Establish and maintain a collection of relevant statistical data.
- Undertake administrative tasks and special projects as required.
- Attend relevant conferences and seminars to ensure Council's knowledge of performance matters are up to date.
- Provide up-to-date accounting including timely invoicing of accounts and refunding of deposits.

Customer Service/Community Relations

- Offer a courteous and helpful approach whenever customer services are required which reflects positively on Council.

Training

- Be prepared to undertake any training considered necessary for the position
- Train others in your own areas of experience and expertise in order to meet the organisation's competency based training needs.

Professional development

- Participate in and promote relevant and appropriate professional development activities eg courses, seminars to maintain and continuously improve knowledge required to competently fulfil the requirements of the position.

Organisational requirement

- You may be required to relocate to any department, branch or section within the organisation at the direction of the General Manager.
- Undertake projects and research as directed.

ESSENTIAL REQUIREMENTS

1. Degree Qualifications in arts or equivalent.
2. Five (5) to ten (10) years industry experience in the performing arts including programming, day to day theatre operation, budgeting control, management and administration, as well as working knowledge of acting, performing, directing, stage managing, writing, producing and/or supporting productions.
3. Demonstrated high level interpersonal skills.
4. Demonstrated knowledge of Australian contemporary theatre/performing arts industry.
5. Demonstrated keyboard and high level computer skills.
6. Demonstrated high level verbal and written communication skills.
7. Current Class C manual drivers licence.

Position Demands Analysis

Jetty Memorial Theatre Manager

EXPOSURE RATING TABLING			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PLEASE NUMBER EACH BOX

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	3	Elevating arms above shoulder height	1	Climbing to access / exit excavations	0
Light work lifting 4.5-9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	0
Medium work lifting 9.1-22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7- 45.5kg	0	Standing for extended periods	0	Balancing	0
Very Heavy work lifting >45.5kg	0	Walking for extended periods	0	Hearing above background noise	0
Repetitive Lifting	0	Walking on uneven ground	0	Depth perception	0
Pulling Loads > 5kg	1	Frequent bending / stooping	0	Colour vision	0
Pushing loads > 5kg	0	Shovelling / digging	0	Fine manipulation	0
Lifting with trunk twisting	0	Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	0	Dust Mask / Respirator	0	Reflective vest	0
Hard hat	0	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	0	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	0			Odours	0
Liquids	0			Mists / Fumes	0
Herbicide spraying	0			Possible exposure to sharps	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	0	Slippery surfaces	0
Outside work	0	Operating machinery	0	Low light areas	1
Confined spaces	0	Vibration	1	Shift work	1
Working alone	1	Working at heights	0	Use of computer for screen based activities	3
Working with hot substances	0	High Temperatures > 38 deg	0	Prolonged Driving (periods > 2hrs)	0
Working with cold substances	0	Low Temps < 3 deg	0	Violence / aggression from customers	1
Noisy work areas	0	Fatigue	0		