



POSITION DESCRIPTION

Theatre Manager

CLASSIFICATION	:	Team Leader/Coordinator
GROUP	:	Service Delivery
DEPARTMENT	:	Cultural Services
REPORTS TO	:	Senior Leader Cultural Services
SUPERVISES	:	Theatre Technician(s) : Food & Beverage Coordinator : Volunteer staff
OCCUPANT	:	Vacant
POSITION NO.	:	
SALARY GRADE	:	Grade 5

This position is at the organisational level of Team Leader and contains information that applies across the organisation at that level.

OVERVIEW

This position is responsible for the management of the Manning Entertainment Centre venue on a commercial and practical level.

VALUES

Integrity

Be honest in all dealings to engender trust and respect and take accountability for our own actions.

Teamwork

Work together to achieve shared team objectives and respect the knowledge, skills and ideas of others.

Sustainability

Keep the long term community impact in mind at all times and aim to achieve the highest standards in everything we do.

Enjoying Work

Display a positive attitude and bring a sense of enthusiasm and excitement to our workplace.

Resourcefulness

Be open to new ideas and opportunities, challenge accepted practices and seek out better ways of doing things.

BEHAVIOURS

- Be open to feedback from others;
- Communicate openly & honestly with staff & honour commitments made;
- Encourage and involve all staff in setting & achieving team goals & objectives;
- Encourage staff to enjoy their work & contribute to an enthusiastic & positive work place;
- Champion business excellence, including process improvement, performance management, service efficiency and customer relationships.

POSITION SCOPE

It is the responsibility of this position to: manage the venue, the performing arts program, bookings, marketing and staffing within approved budgets. This position is also responsible for audience development and customer care.

KEY RESPONSIBILITIES

General

- Lead the team, including the effective management of staff, volunteers and contractors.
- Provide regular reporting on achievements and service delivery standards.
- Deliver outcomes according to the operational work plans for the section.
- Manage the sections functions.
- Ensure compliance with all relevant legislation.
- Ensure that appropriate risk management processes are embedded and applied to all departmental activities.
- Support new initiatives & approaches & encourage innovative behaviour in others;
- Represent the Council at appropriate forums in a manner consistent with its values;
- Manage the finances of Council and the section in an open and efficient manner, with a focus on corporate outcomes;

Role Specific

- Maintain a comprehensive suite of systems and procedures for the management of the centre.
- Deliver a diverse program of performances to meet the interests of the community.
- Maintain audience development via a structured approach to marketing and promotion.
- Administer usage and hire agreements and other contracts in accordance with approved guidelines.
- Oversee the Manning Entertainment Centre building & equipment in conjunction with Property & Procurement Department.
- Seek relevant arts grants and other funding opportunities.

OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

Comply with the NSW Occupational Health & Safety Act including:

- Take responsibility for personal health & safety and accept the personal duty of care in carrying out any activity in the workplace, so as not to endanger others, cause property damage or material loss.
- Comply with Council's OH&S policy and procedures
- Take reasonable care for the health and safety of other people at the workplace
- Ensure that Council's assets are properly maintained.

SELECTION CRITERIA

Essential

1. A passion for, and knowledge of, the performing arts industry
2. High energy and enthusiasm
3. Demonstrated ability to develop and implement business and marketing plans
4. Demonstrated capacity to be innovative, identify opportunities and deliver positive outcomes
5. Demonstrated high level customer service and interpersonal communication skills
6. Demonstrated sound supervision skills, including working with volunteers, in a close team environment
7. Demonstrated commitment to Occupational Health & Safety
8. Sound working knowledge of the Microsoft Office software suite
9. Current Class C Driver's Licence

Desirable

10. Qualifications relevant to the performing arts industry
11. Experience in performing arts administration

Incumbent

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Senior Leader

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