

# **OPERATIONS MANAGER – THE BLUE ROOM THEATRE**

## ***WHO WE ARE***

The Blue Room Theatre is a highly regarded organisation that is fundamental to the needs of independent theatre and performing arts in Western Australia. Situated in Northbridge, The Blue Room Theatre is a bustling artistic hub for artists and audiences to meet, create, produce, engage, critique and network.

Driven by the passion, energy and commitment of our members and supporters, The Blue Room Theatre is one of Australia's leading arts organisations, offering a unique and effective model of resource management and service delivery for local independent performance makers.

Our values drive us in everything we do:

**Creativity:** We support the creation of risk taking and rigorous new Australian theatre

**Development:** We produce flourishing artists, advance our organisation and strengthen the Western Australian theatre sector

**Community:** We are an inclusive and accessible space of mutual respect and influence

**Accountability:** We are transparent and sustainable, both financially and environmentally

## ***WHO YOU ARE***

We are looking for a systems-orientated and organised individual with an entrepreneurial streak, to be responsible for the smooth running and effective operation of The Blue Room Theatre. The successful candidate will work within our executive leadership team to pro-actively develop and grow operational revenue streams for the organisation and manage strategic projects that increase the inclusivity and accessibility of our venue for our growing community of members, artists and audiences.

### **Selection Criteria**

#### **Essential Skills & Experience**

- Minimum of three years' experience in any arts, production, venue and/or event management role
- Demonstrated ability to autonomously develop and administer effective operational systems, budgets and contracts for a busy venue or business
- Demonstrated experience in senior management, including contributing to strategic direction and experience motivating a team
- Demonstrated entrepreneurship in generating revenue streams and increasing operational efficiency to achieve business goals
- Well-developed written and oral communication skills, with the capacity to negotiate successfully and provide high quality service to diverse users of the building
- High proficiency and ability to manage IT and administrative systems

#### **Desirable Skills & Experience**

- Formal qualification in business or management

- Senior First Aid and fire evacuation trained
- A sound knowledge of building maintenance with the ability to be hands-on
- Knowledge of WA liquor licensing and Work Health Safety compliance
- Technical and live events experience
- Previous hospitality employment experience (staff or manager)

**Please see the full position description below.**

### ***HOW TO APPLY***

The Blue Room Theatre is committed to workplace inclusion and diversity. We strongly encourage applicants from Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse backgrounds, people with a disability and/or LGBTQI.

The full position description is available to download from **HERE**. Any queries about this position should be directed to Executive Director Katt Osborne, katt@blueroom.org.au or 08 9227 7005.

***Applications close 12pm, Tuesday 17 November 2020.***

Please email applications demonstrating how you meet the selection criteria (maximum 3 pages) and a copy of your current CV (maximum 3 pages) to the Executive Director.

If you have access needs and would like to submit a video application and response to the criteria, please limit your video to 6 minutes (selection criteria) and 3 minutes (CV).

- Email: info@blueroom.org.au
- Subject: Recruitment: Operations Manager

***Please note: Must be available for an interview on Monday 23 November 2020.***

## **Job Description Operations Manager**

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<b>Position Title</b>	<b>OPERATIONS MANAGER</b>
<b>Basis of Employment</b>	0.9FTE (nine-day fortnight)
<b>Location</b>	The Blue Room Theatre, Northbridge, WA
<b>Salary</b>	Band S1 - \$62K - \$75K p.a. base salary
<b>Initial Term</b>	Starting as a one-year contract, Jan 4 – Dec 31 2021
<b>Probation Period</b>	Three months
<b>Reports To</b>	Executive Director (ED)
<b>Direct Reports</b>	Technical Coordinator, Front of House & Ticketing Coordinator, Casual Staff (Bar, Front of House, Housekeeping)
<b>Job Description Review</b>	Annually

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### **POSITION SUMMARY**

The Operations Manager is a key leadership role within the organisation, working within a small management team with the Executive Director and Program Manager. The role is responsible for ensuring the smooth and effective operation of The Blue Room Theatre, including effective use of the building as a revenue generating resource for the organisation alongside its core program; and ensuring that the venue and facilities are maintained at a high standard of safety, cleanliness and functionality. This position oversees all operational systems, ensuring compliance with the organisation's procedures and that all legal obligations are met by its users and hirers.

### **KEY RESPONSIBILITIES AND DUTIES**

Under supervision of the Executive Director (ED):

#### **General Responsibilities (20%)**

- Work closely with the ED and Program Manager (PM) to contribute to the development of business and strategic plans
- Manage key strategic operations projects as required
- In rotation with the PM, deputise for the ED when they are on leave or away from the office for extended periods
- Take a leadership role in the promotion of safety and the improvement of policies procedures and processes
- Any other duties as directed by the ED

#### **Operations & Systems Management (45%)**

- Oversee and supervise the management and maintenance of all operational and administrative systems within an annually approved budget
- Oversee and deliver the IT needs of the organisation
- Manage and supervise the smooth running of all events, bar and front of house operations, ensuring liquor licensing compliance is adhered to

- Manage and meet revenue-generation targets from venue resources, including the bar, external hires of the venue and auspices
- Maintain and implement the organisation's operational procedures manual (including Occupational Safety and Health and Emergency Procedures)

#### **Building, Asset and Equipment Management (20%)**

- Ensure all technical and operational statutory, contractual, legal and safety obligations are met by TBRT activities and external hirers
- Maintain a program of internal and external maintenance for the venue ensuring clear communication with maintenance providers and reporting all maintenance undertaken and future maintenance required
- Ensure and supervise the up-to-date inventory of all assets of the TBRT
- Work with TBRT PM to oversee smooth scheduling of TBRT productions, events and hirers
- Manage quotes, contracts and communications with external hirers for the performance spaces and bar
- Ensure all venue and resource revenue is accounted for
- Assist in the compilation of research and development to ensure the venue operates effectively and efficiently
- Foster good relations with venue users and hirers and enhance the image of TBRT to stakeholders and patrons

#### **Human Resources (15%)**

- Engage and direct the duties of the Technical Coordinator (TC), Front of House and Ticketing Coordinator (FOHC) and casual staff to ensure compliance with operational policies and procedures
- Supervise and performance manage direct reports, ensuring they have completed their work to an acceptable standard and met key result indicators
- Ensure the adequate induction of all new employees to the venue, including casual front of house and bar staff
- Facilitate and coordinate adequate training for all employees in safety, compliance and operational procedures

#### **Other**

- Co-signatory to Performing Arts Centre Society (trading as The Blue Room Theatre)'s bank accounts.

#### **Key External Relationships**

- Outside hirers and suppliers
- DLGSC, MRA/Development WA, City of Perth, Heritage and any other governance body that relates to the venue
- The Blue Room Theatre members and community
- Neighborhood venues

#### **SPECIAL CONDITIONS**

Due to the nature of this role, this position may require additional hours and work outside of normal office hours in peak periods. Evenings and weekends will be required from time to time, including the attendance at performances and events. Additional respite days can be negotiated with the Executive Director as per the *Employment Policy*.

*This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.*