



The Blue Room Theatre

PROGRAM COORDINATOR – EMPLOYMENT OPPORTUNITY

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

While our office is situated in the Perth Cultural Centre in Northbridge, we offer all employees the flexibility to work from home when needed and our office and facilities are accessible to a diverse range of physical needs.

WHO YOU ARE

We are looking for an emerging arts manager or producer who is organised, autonomous and detail-oriented. You will be passionate about local independent arts practice and professional development. You are a strong collaborator who will enjoy working in a small and hard-working team. You are excited to develop and engage closely with a growing community of diverse artists and arts practices at The Blue Room Theatre.

Applicants from a First Nations or Culturally and Linguistically Diverse (CALD) Background are strongly encouraged to apply for this position and will be prioritised in the short-listing process.

Position Selection Criteria

Essential Skills & Experience

- Previous experience in the performing arts industry in any role (as an employee, volunteer or student)
- Demonstrated ability to communicate, support and work proactively and sensitively with a wide range of people
- Ability to work unsupervised and implement existing processes and procedures to achieve goals and milestones
- Excellent time management and organisation skills with high attention to detail
- Ability to communicate, collaborate and work effectively as part of a small team

Desirable (but not essential) Skills & Experience

- Previous experience in producing performing arts productions or events
- Experience in community development or engagement
- Experience in building and maintaining relationships and partnerships
- Have a knowledge and familiarity of the local performing arts sector

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 First Nations peoples, culturally and linguistically diverse backgrounds, people with a disability and/or LGBTQI.

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

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: Program Coordinator

Applications close Tuesday 29 June 2021 at midday (12pm).

Please note: Must be available for an interview on Monday 5 July 2021.

Queries about this position should be directed to Executive Director Katt Osborne, katt@blueroom.org.au or 08 9227 7005.

Job Description Program Coordinator

Position Title	PROGRAM COORDINATOR
Basis of Employment	0.7FTE* (seven-day fortnight)
Location	The Blue Room Theatre, Northbridge, WA
Base Salary Range	\$50,000 pro rata
Initial Term	ASAP - Dec 31 2022
Probation	Six months
Reports To:	Program Manager (PM)
Direct Reports:	N/A
Job Description Review	Annually

**Base rate, with opportunities to increase employment with confirmed project funding, if desired.*

POSITION SUMMARY

The Program Coordinator is a key part of the The Blue Room Theatre's programming team, working under the leadership of the Program Manager, and in collaboration with the Communications & Engagement Coordinator, Front of House and Ticketing Coordinator and Technical Coordinator. The role is responsible for delivering and coordinating performance seasons, professional development opportunities and community engagement projects.

KEY RESPONSIBILITIES AND DUTIES

Under supervision of the Program Manager (PM):

Program Administration & Communication (45%)

- Coordinate and execute the delivery of TBRT's artistic and professional development programs including programming, contracting, distribution of cash and in-kind support, project reconciliation and artist liaison
- Work in collaboration with the Communications & Engagement Coordinator (CEC) to deliver artist communications and opportunities, including call outs and information packs
- Contribute to, and partake in artistic programming, application support and feedback.
- Produce TBRT in-house self-produced seasons, such as short works seasons
- Plan and execute program related events including season launches and members parties in collaboration with all TBRT Coordinators
- Develop, coordinate and deliver all professional development activities in consultation with the PM.

Artist Liaison and Show Support (25%)

- Ensure clear and ongoing communication with season producers and artists, including but not limited to running production meetings, monitoring teams, establishing expectations and the provision of continuous support
- Provide advice and support to season artists on the creation and delivery of their project across producing, administration and specialised processes in consultation with the CEC, FOH & Ticketing Coordinator and Technical Coordinator.
- Support the PM to advocate for programmed artists and membership across the industry (support letters, attending events) and media (interviews)

Audience Development & Community Engagement Delivery (15%)

- Collaborate with the CEC to develop and implement marketing strategy, promotion campaigns, audience development and community outreach activities for TBRT's programs
- Coordinate support and liaise with artists who work in any community engagement artistic projects TBRT undertakes

General Responsibilities (15%)

- Be the first point of contact in the organisation for artist enquires
- Collect and maintain statistical reporting and KPIs for artists and programs, and provide the PM or Executive Director with reports on programs in a timely manner
- Ensure the ongoing maintenance, integrity and efficiency of databases and file storage systems
- Any other related duties as requested by the PM

Key External Relationships

- Season Producers and Artists
- Performing Arts Industry Members and Organisations
- Community Organisations

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. 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.