



PROGRAM MANAGER – 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 a passionate arts manager who is proactive, detail-oriented and an exceptional listener. You will be dedicated to creating strong frameworks to support and grow local artists, will have outstanding negotiation skills and a proactive problem-solving mindset. You are a strategic thinker, a strong communicator and relationship-builder. You are excited to fill a key leadership role in a small team and continue The Blue Room Theatre's goals to become a more inclusive and accessible organisation for a growing community of diverse artists and audience.

Selection Criteria

Essential Skills & Experience

- Minimum of three years' experience in any arts, programming and/or event management role

- Demonstrated experience in a management position, including contributing to strategic direction and experience motivating a team
- Demonstrated ability to plan and lead the delivery of artistic programs, provide support to artists and creative teams with a dedication towards inclusion and accessibility.
- Strong skills in finance, including budget forecasting and management, and grant writing
- Experience in developing and managing marketing and communications strategy and promotional campaigns that engage and build new audiences.
- Exceptional communication skills with the ability to build relationships, liaise, interact and communicate effectively with a broad range of stakeholders, internally and externally.
- Excellent time management and organisation skills with high attention to detail, ability to work autonomously while negotiating quick turnarounds and competing deadlines.

Desirable (but non-essential) Skills & Experience

- Bachelor's degree and/or formal qualifications in the arts and/or management
- Experience in community engagement and/or audience development
- Knowledge of contemporary arts practice, trends and companies in a local and national context

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 LGBTIQI.

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 Manager

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

Please note: Must be available for an interview on Tuesday 6 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 Manager

Position Title	PROGRAM MANAGER
Basis of Employment	0.9FTE (nine-day fortnight)
Location	The Blue Room Theatre, Northbridge, WA
Base Salary Range	\$62K - \$75K pro rata
Initial Term	ASAP - Dec 31 2022
Probation	Six months
Reports To:	Executive Director (ED)
Direct Reports	Program Coordinator, Communications & Engagement Coordinator, Short-Term Project Coordinators
Job Description Review	Annually

POSITION SUMMARY

The Program Manager is a key leadership role within the organisation, working within a small management team with the Executive Director and Operations Manager. The role is responsible for development, management and implementation of The Blue Room Theatre's Program, including securing financial and human resources for the successful delivery of programmed activities. This position also oversees the creation and of delivery marketing and communications strategies that support audience and community engagement with the overall program.

KEY RESPONSIBILITIES AND DUTIES

Under supervision of the Executive Director (ED):

General Responsibilities (15%)

- Work closely with the ED and Operations Manager (OM) to contribute to the development of business and strategic plans
- Manage key strategic program projects as required
- In rotation with the OM, deputise for the ED when they are on leave or away from the office for extended periods
- Advocate for The Blue Room Theatre in the industry and media, and provide support and advice for programmed artists and TBRT membership
- Any other duties as directed by the ED

Program Development, Management and Implementation (35%)

- Lead the program design and parameters for all artistic and professional development (PD) activities
- Work with TBRT OM to oversee smooth scheduling of productions, events and hirers
- Manage and oversee all program call outs and application processes, ensuring a rigorous, transparent selection processes for all artistic and PD programs

- Ensure inclusive and accessible programs, process and pathways for artist and audiences into TBRT
- Supervise contracting of programmed projects, artist and incidental project agreements
- Oversee the delivery, evaluation, reporting and reconciliation of program activities
- In collaboration with the ED, develop and explore new initiatives outside the current TBRT Programs
- Maintain a strong relationships with artistic and program partners and stakeholders

Community Engagement and Audience Development (20%)

- Work closely with the ED in the planning and implementation of TBRT's overall marketing, audience development and PR strategies
- Manage the creation, and oversee the implementation, of TBRT's audience development and community engagement plans
- Manage and oversee the development of marketing concepts and design for all artistic programs and oversee production and distribution of all media and promotional material for the organisation, and execution of strategy by the CC.
- Oversee general public relations campaigns and communication requirements for the organisation and its programs, including audience and membership communications

Financial Resources (15%)

- In association with the ED, manage and execute grant strategy, funding applications, reporting and acquittals supporting revenue generation for the delivery of the annual artistic program and projects
- In association with the ED, create, implement and reconcile artistic program, marketing, professional development and incidental project budgets
- Liaise with The Blue Room Theatre's bookkeeper to manage payroll schedule for direct reports and contract employees
- Co-signatory to Performing Arts Centre Society bank accounts.

Human Resources (15%)

- Engage and direct the duties of the Program Coordinator (PC), and Communications Coordinator (CC), and supervise the work of the Technical Coordinator (TC) and Front of House and Ticketing Coordinator (FOHC) and other casual and contract program staff as appropriate in the execution and management of the artistic program.
- Supervise and performance manage direct reports, ensuring they have completed their work to an acceptable standard and met key result indicators
- Recruit and manage casual/contract project program staffing

Key External Relationships

- Artistic Industry Partners and Stakeholders (including Perth Cultural Centre)
- Season Producers and Artists
- The Blue Room Theatre members and community

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.