

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 Boorloo/Perth, 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 artist development organisations, offering a unique and effective model of resource management and service delivery for independent performance makers.

Our values drive us in everything we do:

Creativity: We support risk-taking, innovation and rigour in artistic practice and our organisational culture.

Community: We are an inclusive and accessible organisation; practicing equity, justice and mutual respect.

Sustainability: We are ethical, transparent and accountable environmentally, socially and in governance.

WHO YOU ARE

We are looking for an Operations Manager who loves the details but can see their role as part of the bigger picture. You love to nurture teams and systems, knowing that when these two things are operating in harmony, we can best serve our communities. You're passionate about theatre, and cultural spaces that are welcoming, free from inequity and places for truth telling. You believe that contemporary systems need to be challenged, through rigorous processes and critical conversations with the users of these systems. You know venues and audiences and want to help define best practice for our sector.

SELECTION CRITERIA

Essential Skills and Experience:

- Previous experience in venue management;
- Demonstrated financial literacy and effective management of budgets;
- High proficiency and ability to manage IT and administrative systems;
- Understanding of the arts sector's needs and priorities; and
- Capacity to engage teams in enthusiastic compliance with organisational policies and procedures.

Desirable Skills and Experience:

- Senior first aid and fire evacuation trained;
- Knowledge of WA liquor licensing and work health safety compliance;
- Previous hospitality employment experience (staff or manager);
- Capacity to work effectively with others within an anti-racism and cultural safety framework;
- Experience in venue-based income generation;
- Experience in managing teams, people and culture initiatives; and
- Understanding of community engaged practice.

Please see the full position description below.

HOW TO APPLY

Applications close 12pm, Tuesday 6 Feb 2024.

Please email applications demonstrating how you meet the selection criteria (maximum 2 pages) and a copy of your current CV to the Executive Director, Sukhjit Kaur Khalsa:

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

The Blue Room Theatre is committed to equity of opportunity and addressing the underrepresentation of marginalised people in the arts sector. We encourage applications from people with diverse lived experiences.

If you have access requirements that we can assist with through the application process, please don't hesitate to be in touch. We accept applications in a range of formats and can modify our application process to meet your needs.

Start date can be negotiated but our preference is the successful candidate would begin mid-Feb.

Any queries about this position should be directed to Executive Director Sukhjit Kaur Khalsa, sukhjit@blueroom.org.au or 08 9227 7005.

sukhjit@blueroom.org.au

Position Title	OPERATIONS MANAGER
Basis of Employment	0.8FTE
Location	The Blue Room Theatre, Northbridge, WA
Salary	\$80-95K pro rata
Probation Period	6 months
Reports To	Executive Director (ED)
Direct Reports	Technical Coordinator, Front of House & Ticketing Coordinator, Casual Staff (Bar, Front of House, Housekeeping)
Job Description Review	Annually

POSITION SUMMARY

The Operations Manager has a key leadership role in the organisation, working with the Executive Director & Program and Engagement Manager to implement strategic and business functions. The role is responsible for ensuring the smooth and effective operations of The Blue Room Theatre, including effective use of the building by internal and external stakeholders. This position oversees all operational systems, ensuring compliance with the organisation's policies and procedures. As part of the leadership group, the Operations Manager is expected to champion the implementation of the Equity & Justice Action Plan.

KEY RESPONSIBILITIES AND DUTIES

General Responsibilities

- Contribute to the development and delivery of strategic plans, business plans and budgets;
- Oversee the implementation of organisational policies and procedures to ensure engagement and compliance;
- Ensure effective reporting on goals and outcomes;
- Contribute to resource generation to enable organisational sustainability;
- Manage key strategic operations projects;
- Contribute to the implementation of the Equity & Justice Action Plan;
- Demonstrate leadership in anti-racism and cultural safety through active participation in training/development and proactive self-reflection; and
- Any other duties as directed by the Executive Director.

Operations & Systems Management

- Oversee and supervise the management and maintenance of all operational systems including HR, OH&S, Finance, IT, Venue Management, Emergency Management;
- Manage and supervise the smooth running of events, including front of house operations and adherence with liquor licensing regulations; and
- Manage and meet revenue-generation targets from venue resources, external hires of the venue and auspices.

Building, Asset and Equipment Management

- Ensure and oversee the up-to-date inventory of all assets;
- Ensure all technical and operational statutory, contractual, legal and safety obligations are met;
- Maintain a program of internal and external maintenance for the venue including planning for upgrades and future needs;
- Oversee effective management and scheduling of productions, events and hirers;
- Oversee the management of venue revenue; and
- Foster good relations with venue users and hirers and enhance the image of TBRT to stakeholders and patrons.

Human & Financial Resources

- Manage direct reports, including casual/contract operations staff, ensuring they have completed their work to an acceptable standard and met key result indicators;
- Oversee workforce development processes including induction, recruitment, staff training and workforce planning;
- In association with the ED, create, implement and reconcile operational and project budgets; and
- Oversee external contracts for payroll and other financial services.

KEY EXTERNAL RELATIONSHIPS

- Outside hirers and suppliers
- DLGSC, ACT, 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 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.