



# 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 and diverse community of artists and arts practices at The Blue Room Theatre.

## **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](mailto:info@blueroom.org.au)
- Subject: Recruitment: Program Coordinator

***Applications close Monday 24 January 2022 at midday (12pm).***

***Please note: Must be available for an interview on Monday 31 January 2021.***

Queries about this position should be directed to Program Manager Rose Kingdom-Barron, [rose@blueroom.org.au](mailto:rose@blueroom.org.au) or 08 9227 7005.

**Job Description  
Program Coordinator**

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|-------------------------------|--|
| <b>Position Title</b>         | <b>PROGRAM COORDINATOR</b>             |
| <b>Basis of Employment</b>    | 0.7FTE* (seven-day fortnight)          |
| <b>Location</b>               | The Blue Room Theatre, Northbridge, WA |
| <b>Salary</b>                 | \$55,000 pro rata                      |
| <b>Initial Term</b>           | ASAP - Dec 31 2022                     |
| <b>Probation</b>              | Six months                             |
| <b>Reports To:</b>            | Program Manager (PM)                   |
| <b>Direct Reports:</b>        | N/A                                    |
| <b>Job Description Review</b> | Annually                               |

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

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**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.*