

## **PROGRAM AND ENGAGEMENT COORDINATOR**

### ***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 a Program and Engagement Coordinator to coordinate our creative engagements, transforming our spaces into those we share with communities to enable the telling of rich and diverse stories. We are looking for a Program and Engagement Coordinator 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. If you're looking for a role at the heart of a community-engaged organisation, melding the needs of artists and audiences, this is for you.

### **SELECTION CRITERIA**

#### **Essential Skills and Experience:**

- Demonstrated previous experience in arts-management and/or producing
- 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
  - Excellent interpersonal skills

- Ability to communicate, collaborate and work effectively as part of a small team
- Experience in community engagement, applying cultural safety and equity frameworks;

**Desirable Skills and Experience:**

- Previous experience in producing performing arts productions or community engagement projects/events
- 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***

***Applications close 12pm, Tuesday 29 April 2025.***

***Please note: Must be available for interview on 5 May 2025 and only shortlisted applicants will be contacted.***

Please email applications demonstrating how you meet the selection criteria (maximum 2 pages) and a copy of your current CV (maximum 2 pages) to the Program and Engagement Manager Joel Evans:

- Email: [joel@blueroom.org.au](mailto:joel@blueroom.org.au)
- Subject: Recruitment – Program and Engagement Coordinator

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-May 2025.***

Any queries about this position should be directed to Program and Engagement Manager Joel Evans, [joel@blueroom.org.au](mailto:joel@blueroom.org.au) or 08 9227 7005.

<b>Position Title</b>	<b>PROGRAM AND ENGAGEMENT COORDINATOR</b>
<b>Basis of Employment</b>	0.8FTE
<b>Location</b>	The Blue Room Theatre, Northbridge, WA
<b>Base Salary</b>	\$67,500 - \$82,500 pro-rata
<b>Probation</b>	6 months
<b>Reports To:</b>	Program and Engagement Manager (PEM)
<b>Direct Reports:</b>	N/A
<b>Indirect Reports:</b>	Program Assistant/s
<b>Job Description Review</b>	Annually

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## **POSITION SUMMARY**

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

## **KEY RESPONSIBILITIES AND DUTIES**

Under supervision of the Program and Engagement Manager (PEM):

### **Program Delivery & Artist Liaison**

- Co-design the program and parameters for all artistic and professional development (PD) activities with the PEM
- Develop and coordinate program call outs and application processes for both annual and responsive artistic programs
- Contribute to artistic programming and deliver applicant feedback
- Coordinate the delivery of TBRT's artistic programs including contracting and project reconciliation
- Produce TBRT in-house self-produced seasons, such as short works seasons
- Develop, coordinate and deliver all programming partnerships and professional development activities in consultation with the PEM
- Be the first point of contact for season producers and artists, and direct enquires to the appropriate member of TBRT staff
- Coordinate the maintenance of up-to-date producer resources (the producer pack)
- Ensure clear and ongoing communication with season producers and artists, including running stage meetings, producer email updates, monitoring teams, establishing expectations and the provision of continuous support
- Provide advice and support to season artists on the creation, producing and delivery of their project

### **Artist and Community Engagement**

- Be the first point of contact for general artistic enquires, and direct enquires to the appropriate member of TBRT staff
- Ensure artists/arts-workers are aware of program opportunities, including delivering talks and undertaking program awareness outreach
- Work with the Communications Coordinator (CC) to create artist-facing promotional materials/collateral for our program opportunities
- Provide advice and support to artists interested in applying to our program
- Attend showings or productions of artists who have expressed interested in applying to our program
- Produce artist engagement program-related events including season launches, connection events and awards night
- Ensure all programs, processes and pathways are equitable, inclusive and accessible for artists and audiences, keeping abreast of best practice
- Under the guidance of the PEM, build and maintain constructive and engaging relationships with artists, with a particular focus on under-represented groups

### **General Responsibilities**

- Contribute to the implementation of the Equity & Justice Action Plan
- Support the PEM to advocate for programmed artists and membership across the industry (support letters) and media (interviews)
- Collect and maintain statistical reporting and KPIs for artists and programs, and provide the PEM and 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 PEM or ED

### **Key External Relationships**

- Season Producers and Artists
- Arts Community and Training Organisations
- Arts and community organisations that service TBRT's focus under-represented groups
- 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.*