

## **PROGRAM AND ENGAGEMENT 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 a Program and Engagement Manager to lead our creative engagements, transforming our spaces into those we share with communities to enable the telling of rich and diverse stories. You are a creative leader with a proven track record of innovative and community led arts practice. You get the best from your team by investing in collective vision and co-operative endeavour. You believe in the arts as a vehicle for social transformation, and your role as a facilitator of opportunities. Super organised, you create the structures that enable participation, listening and co-designing as you go. 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:**

- At least 5 years experience in arts program management
- Significant experience in community engagement, applying cultural safety and equity frameworks
- Excellent interpersonal skills, including problem solving and capacity building
- High level organisational and planning skills including evaluation and reporting

**Desirable Skills and Experience:**

- Experience managing grants including writing grant applications, managing relationships with funders and preparing acquittals
- Experience in audience development strategies and implementation
- Ability to guide marketing and communications functions in relation to programs and events
- Capacity to initiate, manage and sustain partnerships with a range of key stakeholders.

**Please see the full position description below.**

**HOW TO APPLY**

***Applications close 12pm, Monday 19 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](mailto:sukhjit@blueroom.org.au)
- Subject: Recruitment - Program and Engagement 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-March.***

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

<b>Position Title</b>	<b>PROGRAM AND ENGAGEMENT MANAGER</b>
<b>Basis of Employment</b>	1 FTE
<b>Location</b>	The Blue Room Theatre, Northbridge, WA
<b>Base Salary Range</b>	\$80K - \$95K
<b>Probation</b>	6 months
<b>Reports To:</b>	Executive Director (ED)
<b>Direct Reports</b>	Producer, Communications Coordinator, Graphic Designer, Program Assistant/s
<b>Job Description Review</b>	Annually

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### **POSITION SUMMARY**

The Program and Engagement Manager has a key leadership role in the organisation, working with the Executive Director and Operations Manager to develop, manage and implement our annual artistic program and community engagement activities. As part of the leadership group, the Program and Engagement Manager is expected to champion the implementation of the Equity & Justice Action Plan, specifically through enhancing our connection with under-represented groups.

### **KEY RESPONSIBILITIES AND DUTIES**

Under supervision of the Executive Director (ED):

#### **General Responsibilities**

- Contribute to the development and delivery of strategic plans, business plans and budgets;
- Manage key strategic program projects;
- Advocate for The Blue Room Theatre in the community, industry and media;
- Contribute to resource generation to enable organisational sustainability;
- Collect, evaluate and report on data for all relevant activities;
- 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.

#### **Program Management**

- Oversee the design, development and delivery of an annual program, including artistic and professional development activities;
- Oversee the delivery, evaluation, reporting and reconciliation of program activities;
- Supervise contracting and execution of all programmed projects; and
- Build and maintain strong relationships with partners and stakeholders that help deliver artistic program goals.

## **Community Engagement**

- As part of the leadership team, collaborate in the development of a community engagement strategy to build and maintain constructive and engaging relationships with stakeholders, with a particular focus on under-represented groups;
- Oversee the implementation of the community engagement strategy across the organisation, ensuring TBRT values are at the heart of our practice;
- Manage community consultation processes as needed (working or advisory groups); and
- Ensure all programs, processes and pathways are equitable, inclusive and accessible for artists and audiences, keeping abreast of best practice.

## **Communications, Marketing & Audience Development**

- As part of the leadership team, collaborate in the development and implementation of the communications and marketing plan;
- Oversee the development of marketing concepts and design for all artistic programs;
- Oversee the production and distribution of all media and promotional material for the artistic program; and
- Oversee the development and implementation of the audience development plan.

## **Human & Financial Resources**

- 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 program staffing; and
- Oversee the development, implementation and reconciliation of core and project budgets within the artistic and professional development programs.

## **KEY EXTERNAL RELATIONSHIPS**

- Artistic Industry Partners and Stakeholders (including Perth Cultural Centre)
- Season Producers and Artists
- The Blue Room Theatre members and community
- Arts and community organisations that service TBRT's focus under-represented groups

## **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.*