

GENERAL 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

You are a highly organised operations manager who thrives on keeping complex systems running smoothly. You take pride in managing budgets, HR, compliance, contracts, and policies with clarity and accountability. You lead teams with fairness, setting clear expectations and supporting people to do their best work. You are committed to equity and inclusion, building processes that are accessible, fair, and empowering for staff, artists, and audiences. You bring reliability, attention to detail, and a steady hand to every challenge. 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:

- Substantial experience (5+ years) in senior management or leadership roles in arts, cultural or venue organisations (or comparable environments) handling multi-dimensional operations (finance, HR, compliance, systems).
- Strong interpersonal skills; ability to manage, mentor, and motivate a small team.
- Excellent written and verbal communication skills; experience in grant writing, reporting, sponsorship negotiation, and stakeholder engagement.
- Understanding of WHS, risk management, legal / contractual frameworks in a performance venue / event setting.
- High organisational capability, initiative, attention to detail, and capacity to juggle multiple concurrent tasks and projects.

- Demonstrated commitment to equity, inclusion, and access, with significant experience embedding these values into organisational practice through the application of cultural safety and equity frameworks.

Desirable:

- Demonstrated ability to build and sustain strategic partnerships, secure sponsorships, and generate diverse income streams to support the organisation's financial sustainability and growth.
- Experience with venue operations, theatre or event delivery, front-of-house/back-of-house coordination, and facility management.
- Experience in developing community engagement, membership programs, and audience development strategies.

HOW TO APPLY

Applications close 5pm, 4 Nov 2025.

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

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

Shortlisted applicants found suitable to interview will be contacted by **14 November 2025** to schedule interviews for **17 November 2025**. The interview will be a further opportunity to demonstrate your suitability for this role.

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: the successful candidate will begin 7 Jan 2026.

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

Position Title	GENERAL MANAGER
Basis of Employment	1 FTE
Location	The Blue Room Theatre, Northbridge, WA
Base Salary Range	\$82,500 - \$97,500
Probation	6 months
Reports To:	CEO
Direct Reports	4
Job Description Review	Annually

POSITION SUMMARY

The General Manager (GM) is responsible for ensuring the effective, sustainable, and professional operation of The Blue Room Theatre (TBRT). Working closely with the CEO, the GM oversees all day-to-day administrative, financial, operational, compliance, HR, systems, marketing, fundraising, and venue functions. The GM plays a central role in enabling the artistic mission by ensuring that infrastructure, resources, policies, staffing, and strategic systems are in place, monitored, and continuously improved. The General Manager is expected to champion the implementation of the Equity & Justice Pledge, specifically through enhancing our connection with under-represented groups.

KEY RESPONSIBILITIES AND DUTIES

Under supervision of the CEO:

General Responsibilities

- Oversee the preparation and implementation of operational systems, policies, procedures, and processes across the organisation.
- Ensure compliance with all technical, contractual, legal, safety, statutory, licensing, and insurance obligations.
- Supervise smooth event operations (front-of-house, back-of-house, technical support) and ensure quality service to artists, clients, and audiences.
- In collaboration with the Production & Venue Manager, ensure WHS policies, emergency procedures, and duty of care systems are in place, current, and practiced.
- Oversee the implementation and review of TBRT risk management plan.
- Manage key strategic projects.
- Actively monitor performance against key performance indicators (KPIs) and financial metrics.
- Assist CEO with board reporting: prepare agendas, minutes, financial and operational papers, and other supporting materials.
- Demonstrate leadership in anti-racism and cultural safety through active participation in training/development and proactive self-reflection.
- Any other duties as directed by the CEO.

Human & Financial Resources

- Contribute to resource generation to enable organisational sustainability.
- Oversee the development, implementation, and reconciliation of annual operational budgets.
- Forecast income and expenditure, monitor cash flow, track variances, and report to CEO.

- Ensure all expenditure and income targets are met.
- Execute legal documents and financial transactions in line with the Delegated Authority policy.
- Manage contract administration (suppliers, service agreements) and ensure compliance with contractual obligations (including acquittals).
- In consultation with CEO, develop and maintain HR systems including recruitment, performance management, professional development, and position description review.
- Manage industrial relations matters, ensuring compliance with relevant legislation, awards, and agreements.
- Lead TBRT's philanthropy and donor relations program.
- Prospect, negotiate, and manage corporate sponsorships, donations, and philanthropic partnerships.

Program and Engagement Management

- Oversee the delivery, evaluation, reporting, and reconciliation of annual artistic and professional development programs.
- Supervise contracting and execution of all programmed projects in collaboration with program staff.
- In collaboration with the Communications & Marketing Coordinator, oversee the development and implementation of marketing, audience engagement, and communications strategy.
- Oversee development of marketing concepts, design, and production/distribution of all media and promotional materials for artistic programs.
- Oversee the implementation of the community engagement strategy across the organisation.
- Ensure all programs, processes, and pathways are equitable, inclusive, and accessible, and stay abreast of best practice in the sector.

KEY EXTERNAL RELATIONSHIPS

- Artistic Industry Partners and Stakeholders
- Season Producers and Artists
- The Blue Room Theatre members and community
- Arts and 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. Evenings and weekends will be required from time to time, including attendance at performances and events.

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.