***POSITION DESCRIPTION***

**NAME OF POSITION:** OPERATIONS MANAGER

**REPORTS TO:** EXECUTIVE DIRECTOR - MANAGEMENT

**TERM OF CONTRACT:** 0.8FTE Until end of 2024 with option to renew at end of term

**REMUNERATION:** $80,000-$85,000 pro rata plus superannuation

**OBJECTIVES:**

* Manage the technical production of ATYP’s activities including productions, special events and independent hires.
* Oversee and schedule the maintenance of ATYP facilities and equipment at Pier 2/3 on The Wharf and the store in Lilyfield.
* Oversee Venue Hire and ensure it achieves annual financial targets

**KEY INTERNAL RELATIONSHIPS:**

The Operations Manager is required to establish and maintain good communication and effective working relationships with ATYP staff, Board and management.

Responsible for managing the Event and Venue Hire Coordinator and casual and contract Production & Technical Staff

**KEY EXTERNAL RELATIONSHIPS:**

The Operations Manager is required to maintain effective working relationships with:

* Young people involved in ATYP programs
* Contracted staff and volunteers
* Contracted Creatives on Productions
* Production suppliers
* Venue Hirers
* The Walsh Bay Arts Precinct Management team
* Colliers (both on the Pier and at the Lilyfield Store)
* Other Production and Services staff in Pier 2/3, such as those employed by Bell Shakespeare and ACO, and by venue hire clients

**MAJOR DUTIES:**

1. **PRODUCTION PLANNING:**
   1. In collaboration with the Executive Director, assist with the development of annual production and maintenance budgeting as required.
   2. Ensure the implementation of schedules, reviewing of priorities and coordination of personnel for the smooth running of rehearsal, technical and production periods.
   3. Ensure creative teams are provided with relevant technical information and budgetary parameters, and an understanding of available resources (human and physical) to adhere to production and WHS processes.
   4. Coordinate the costing of preliminary and final designs for productions and projects, to be delivered in a timely manner and in consideration of budget, heritage and WHS requirements.
2. **PRODUCTION IMPLEMENTATION:**

Manage the production process, ensuring:

* 1. High quality technical/production standards.
  2. Sourcing, rostering and management of casual technical and any volunteer staff for rehearsal, bump-ins, show runs and bump-outs, and in accordance with company values.
  3. Implementation and adherence to production schedules and current WHS standards and practices.
  4. The maintenance of costs/resources within the pre-determined budget.
  5. Weekly production meetings with management, key creatives and technical staff during pre-production periods.
  6. The maintenance of good relations with ATYP production supporters and suppliers.
  7. The resolution of technical problems as required.
  8. Returns of hired equipment and the storing of company costumes, props and set elements.

1. **BUILDING, FACILITIES & EQUIPMENT:**
   1. Ensure venue requirements (legal, statutory and compliance) are met, and clearly communicated to staff and suppliers, ensuring appropriate briefing and/or training is provided.
   2. Represent ATYP at Walsh Bay Arts Precinct meetings relating to Operations and Facility Management
   3. Report all building maintenance necessary to the appropriate management teams.
   4. Ensure proper storage and maintenance of the Company’s production resources and equipment including at Pier 2/3 and at the storage facility (91 Canal Rd, Lilyfield).
   5. Maintain current venue technical specifications document including venue plans (software pending) and an inventory of equipment and facilities.
   6. Monitor returns of Company equipment from hire agreements.
   7. Act as ATYP’s first point of contact for all property management issues, and coordinate contractors to meet ATYP / precinct needs
2. **IMPLEMENTATION AND MAINTENANCE OF WHS PROCEDURES:**

Fulfil the role of WHS officer, proactively implementing and overseeing WHS matters within ATYP venues and on its productions including:

* 1. Oversee the development, implementation and currency of emergency and evacuation procedures, risk assessment and management procedures, a WHS committee and all registers required under WHS legislation.
  2. Conducting regular reviews of WHS compliance and hazard assessments.

1. **VENUE HIRE**
   1. Oversee the Event and Venue Hire Coordinator in their smooth delivery of venue hires, ensuring clear communication with all key stakeholders and internal ATYP departments
   2. In liaison with the Event and Venue Hire Coordinator, manage the ATYP internal Google Calendar as well as the Artifax calendar for use of Pier 2/3 shared spaces
   3. Support the Event and Venue Hire Coordinator in maintaining good working relationships with neighbouring companies Bell Shakespeare and the Australian Chamber Orchestra, as well as Create NSW
   4. Oversee the Event and Venue Hire Coordinator in their delivery of Front of House services for ATYP events and venue hires
   5. Manage the smooth delivery of production and technical elements of all venue hires
   6. In liaison with the Event and Venue Hire Coordinator to identify strategic venue hire partnerships and clients
2. **OTHER RESPONSIBILITIES:**
   1. Assist in the planning, programming and resourcing of small workshop showings as required.
   2. Attend staff meetings and other meetings as requested, including regularly reporting on activities to the Executive Team
   3. Support venue hire clients as required overseeing technical requirements and ensure events are adequately resourced, review risk assessments and ensure WHS compliance.
   4. Other duties as assigned by the Executive Director and/or Artistic Director.

**KEY PERFORMANCE INDICATORS (to be reviewed at 3 month intervals):**

* The Company’s premises and equipment are maintained at a high standard at all times
* Production department plans, key deadlines, and schedules are maintained as current and delivered according to set timetables.
* Productions and special events are delivered successfully and in a generally smooth and efficient manner.
* Production department expenditure is maintained within pre-determined budgets.
* Satisfying working relationships are established and maintained.
* The storage space at Lilyfield is tidied and maintained in good working order
* Achieve the 2024 Venue Hire target of $100,000 income and $61,000 net result

**SELECTION CRITERIA**

Essential:

* Minimum of 5 years demonstrated experience and understanding of the Australian Performing Arts Sector
* Strong production management, time management and budgeting skills
* Knowledge of and experience in the technical operations of the performing arts including: set design, construction, rigging, stage automaton, lighting, sound, visual and digital streaming requirements, theatrical costumes and props
* Knowledge of and a commitment to WHS procedures within the entertainment industry
* Excellent oral, written and interpersonal skills including the ability to communicate with people of all ages
* Strong computing knowledge, including experience in the use of electronic design and lighting programs
* Leadership skills for overseeing, training and developing a small team
* Ability to work with a high attention to detail and in an efficient manner
* Demonstrated willingness to embrace organisational change including use of modern technology and an ability to analyse and problem solve in the context of change and continuous improvement.
* Capacity to work evenings and weekends where required
* A current drivers licence

Desirable:

* Experience in Venue Management
* Current First Aid certificate

To apply please forward your CV and cover letter addressing the selection criteria to Executive Director - Management (exec@atyp.com.au) by Friday 17 November.

If you would like to discuss the role further please call Amanda on 0401 650 629

Persons from First Nations and culturally and linguistically diverse backgrounds are strongly encouraged to apply.