



WORKSHOP MANAGER

Position Description

Position Title: Workshop Manager

Reporting to: Artistic Director

Reports: Workshop and Administration Assistant, Teaching Artists, Assistant Teaching Artists

Term: Full time

Salary: \$79,000 (*plus superannuation*)

ABOUT ATYP

From our base in the Walsh Bay Arts Precinct on Sydney Harbour, ATYP is the country's largest and oldest theatre company dedicated to youth engagement.

Our DNA:

1. For All Young Australians

Reflect the diversity of young Australians and their experiences and respond to common themes impacting their lives.

2. Always Authentic

Ensure young people involved in every ATYP process feel seen, heard and inspired, with evidence of the impact of their effort.

3. Create Great Theatre

Generate performances, develop scripts and support young artists indisputably recognised for artistic excellence.

4. Make A Difference

Demonstrate what youth arts engagement can achieve in improving the lives of young Australians.

ABOUT THE ROLE

Objectives

- In association with the Artistic Director, to manage, deliver and grow ATYP's workshop programs (holiday, weekly, Industry Studio (18+) and specialised), in accordance with the ATYP Business Plan.
- In association with the Artistic Director and the Artistic Associate, manage the Generator: Regional Connections Program.
- In association with the Artistic Director and the Artistic Associate, assist in the producing of Young Industry Studio productions.

Key Internal Relationships

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

Key External Relationships

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

- Young people and their parents/guardians involved in ATYP programs
- Freelance artists, industry professionals, teaching artists and assistant teaching artists
- Venue providers
- Co-producers, partners and the wider arts and cultural sector

MAJOR DUTIES

Workshop Development and Implementation

- Plan and implement a sustainable holiday, weekly, 18+, regional and specialised workshop programs.
- Ensure the administrative aspects of all workshop programs are delivered in a professional manner and in accordance with ATYP's company culture, including:
 - Answering general enquiries.
 - Managing and processing of workshops, after hours and weekend bookings as required.
 - Managing payments/invoices (including follow up of payment).
 - Implementation of the company's scholarship program, including the goal of providing 10% of all places to young people experiencing economic, cultural or geographic disadvantage.
- Ensure the logistics of the holiday, weekly, 18+, regional and specialised workshop programs are managed professionally including:
 - Contracting and induction of teaching artists and assistant teaching artists.
 - Completing payroll for contracted teaching artists and assistants as required.
 - Booking of workshop venues (internal and external).
 - Arranging accommodation, travel and the provision of required equipment, as needed.
 - Manage Company relationships with Parents/Guardians and other stakeholders, including conflict resolution, and communicating ongoing issues to the Artistic Director and General Manager.
 - Managing the logistics of all workshops.
 - Ensuring workshop materials and resources are kept up to date.
 - Coordinate and manage workshop showings.

- Monitor the suitability of program content, including scheduling meetings with teaching artists and assistants for debriefing, skill sharing, inductions and other meetings as necessary.
- Manage the program to meet company objectives and ensure that ATYP staff is well briefed about workshop planning and programs.
- Manage the Workshop Program budget in consultation with the General Manager to ensure expenditure is contained within predetermined budgets and income targets are met.
- Facilitate workshops as required.
- Write and provide course outlines to teaching artists and assistant teaching artists for weekly workshops and other programs as required.

Research and Development

In consultation with the Workshop and Administration Assistant:

- Research, develop and implement strategies for enhancing workshops, including monitoring the industry to ensure we are leading best practice.
- Develop and devise workshops in line with the specific needs of partners.
- Investigate and develop strategies that promote ATYP as a national resource for organisations seeking tailored theatre workshop experiences.

Publicity and Marketing

- With the Marketing Team, ensure promotion of the Workshop programs including generating publicity copy.
- Attend and coordinate workshop events including open days, workshop performances, presentations, forums and showings.
- Attend and participate in publicity events and generally act as an ambassador for ATYP.
- Ensure information on the programs is kept current on the ATYP website and other publications.
- In collaboration with the Marketing Team, identify appropriate forums for marketing and new opportunities or distribution networks for marketing and advertising.

Funding and Support

- Assist the General Manager and Artistic Director to identify and develop strategic partnerships, funding opportunities and potential sponsorships.
- Assist with, attend and participate in targeted fundraising events.

Documentation and Evaluation

- Organise the evaluation of workshop programs in association with the Workshop and Administration Assistant and develop mechanisms to effectively collect quantitative and qualitative feedback from participants, audiences and key partners.
- Ensure evaluation information is fed into future planning.
- Provide regular reports to Management and the Board as required
- Coordinate a student and parent survey annually in December.

WH&S

Ensure the implementation of WH&S policies in consultation with the General Manager and Venue operations Manager. This includes:

- The distribution and return of indemnity forms from participants.
- Coordinating WH&S briefings for contracted artists/teaching artists and assistant teaching artists prior to their first engagement.
- Ensuring “working with children checks” for contracted artists are processed at the time of contracting.
- Ensure workshop venues are assessed for hazards and other WH&S matters prior to commencement of workshops and teaching artists and assistances are briefed and updated.
- Ensure WH&S incidents are reported and immediately acted upon.
- Manage and monitor the specific needs of participants ensuring that tutors/ contracted artists are briefed and updated.
- Ensure supervision of participants through sourcing and booking assistant teaching artists.

Other Responsibilities

- Attend staff meetings and other meetings as requested.
- Ensure best practice procedures are followed regarding working with children.
- Other duties as assigned by the Artistic Director/CEO

Special Requirements

- Due to the nature of the position, the Workshop Manager is required to work primarily in the office, and after-hours and weekend work is required.
- A valid NSW Working with Children clearance or willingness to apply for one.
- First Aid and CPR accreditation is preferred.
- Legally authorised to work in Australia.

APPLICATION PROCESS

Please forward your application by email to

Please forward your application by email to:

Andrew Johnson
Chair | ATYP
chair@atyp.com.au

Your application should include:

1. Your Curriculum Vitae (no more than 3 pages and including 2-3 professional references)
2. A cover letter summarising how your experience is applicable to the role as outlined in the Position Description (no more than 2 pages).

APPLICATIONS CLOSE: 5pm Friday 5 July (AEDT)

ATYP encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTQI+) people.