



Position:	PERFORMING ARTS PROGRAM MANAGER
Location:	Tuggeranong Arts Centre
Employment Type:	3 year contract, part-time
Classification & Level:	Live Performance Award Level 7
Salary range:	\$75,000-80,000 pro rata
Hours:	60 hours per fortnight Occasional work required outside of normal working hours and on weekends
Direct Supervisor:	CEO
Direct reports:	Casuals, contracted artists, student placements, volunteers
Attitudes and Values:	Understanding of and commitment to the strategic objectives and values of the organisation

OVERVIEW

Tuggeranong Arts Centre was built in 1998 and is managed by the Tuggeranong Community Arts Association. Its programs focus on building audiences to engage and participate in the arts so that is a place where everyone is welcome. It presents a vibrant program of activities that cover several artforms – with key programs Fresh Funk and Messengers focusing on young people.

OUR VISION: A vibrant connected and creative Tuggeranong community.

OUR MISSION: To be an inclusive and welcoming organisation which promotes and fosters diverse creative opportunities, connecting and engaging our community and visitors with the arts.

OUR VALUES: • Ethical • Inclusive • Respectful • Collaborative

Supported by



RESPONSIBILITIES:

The Performing Arts Program Manager is responsible for designing, managing and delivering TAC's live performance (theatre/comedy/cabaret) programs with an emphasis on diversity and inclusivity, artistic innovation, broadening audiences and supporting emerging artists. The role programs the theatre and The Lodge at the Centre, as well as workshops and professional development opportunities. This is a senior role within the TAC team and includes establishing and maintaining a professional network and building relationships and networks that support TAC and its place in the broader community.

DUTIES:

Working to the objectives of the Tuggeranong Community Arts Association's Strategic Plan, the duties will include but not be restricted to the following:

- Design, manage and deliver the performing arts program for the Tuggeranong Arts Centre and work collaboratively with stakeholders to develop broader arts opportunities.
- Working closely with the CEO and Finance Officer, prepare, manage, monitor and report on the performing arts annual budget
- Foster and support a culture of strong collaboration and sharing across all areas of program delivery including working closely with the TAC team to develop collaborative cross-arts projects, programs and workshops and liaising with the TAC Communications team to promote and market the performing arts program.
- Research, develop and maintain best practice contracting arrangements with commissioned artists and theatre hirers.
- Responsibility for the management of all practical arrangements for shows including management of technical staff and technical equipment.
- Work with TAC staff to maintain TAC performing arts spaces and implement best practice risk management and OH&S systems across all live performance projects.
- Nurture internal and external relationships by building and sustaining relationships and networks with key stakeholders, assist with policy development and represent the organisation at performing arts forums and networks.
- Oversee bookings, registration procedures and systems by external hirers with reference to TAC External Hire Procedures including managing the TAC booking calendar and resource requirements (casual roster, equipment, technical support etc)
- Identify and actively seek opportunities to secure external funding to support the program and other projects that have a performing arts component.
- Other duties as directed by CEO.

PERSONAL ATTRIBUTES:

TAC is looking for someone to join a small creative team who:

- Is committed to diversity, equity and inclusion
- Has experience in collaborative practice and positively engages with artists and our stakeholders
- Has strong project management skills including knowledge of budgeting and risk management.

- Possesses strong problem-solving skills and a strong decision-making capability
- Works effectively under pressure in a fast paced office, managing competing tasks and meeting deadlines
- Has an ability to act professionally, maintain confidentiality and act with discretion.

KEY SELECTION CRITERIA:

1. Bachelor's degree in arts and/or equivalent workplace experience in event management or theatre production.
2. Demonstrated experience working in a theatre or performing arts facility with thorough working knowledge of all areas of theatrical production and presentation including ticketing, technical equipment and systems.
3. Excellent written and verbal communication skills, with the ability to communicate effectively to a wide and diverse range of peoples, internal and external stakeholders.
4. Demonstrated time management skills with a high attention to detail and the ability to manage competing priorities.
5. Demonstrated ability to problem-solve and deal effectively with difficult situations including unforeseen circumstances and sudden changes.
6. Demonstrated high level computer skills, including familiarity with POS systems, Microsoft Office (excel, word, outlook), ticketing (Trybooking), databases
7. Demonstrated sound planning, organisational and strong financial and budgeting skills.

Other requirements:

1. A current ACT Working with Vulnerable People clearance
2. Responsible Service of Alcohol or be prepared to undertake relevant course

Desirable

1. A current First Aid certificate or be prepared to undertake relevant course

TO APPLY:

Email the following to caroline.downer@tuggeranongarts.com by COB 5 December 2022

2. Cover letter addressing selection criteria
3. CV
4. 2 recent referees