

POSITION DESCRIPTION

| | |
|------------------------|---|
| Position Title: | DIRECTOR, THEATRE |
| Award / Level | Performance Agreement based on LGA Level 11 |
| Department: | Theatre |
| Type: | Full Time – three year contract |

Position Purpose

A strategic thinker, the Director Theatre contributes to, and is an integral part of, the PP&VA Executive Leadership Team leading a small team of specialists to develop and deliver a comprehensive theatre program for PP&VA achieving cohesive results for community and the Company in line with the Strategic Plan.

PP&VA focusses on increasing access to the arts whilst providing best practice experiences for audiences, participants, performers, creatives, and technical practitioners.

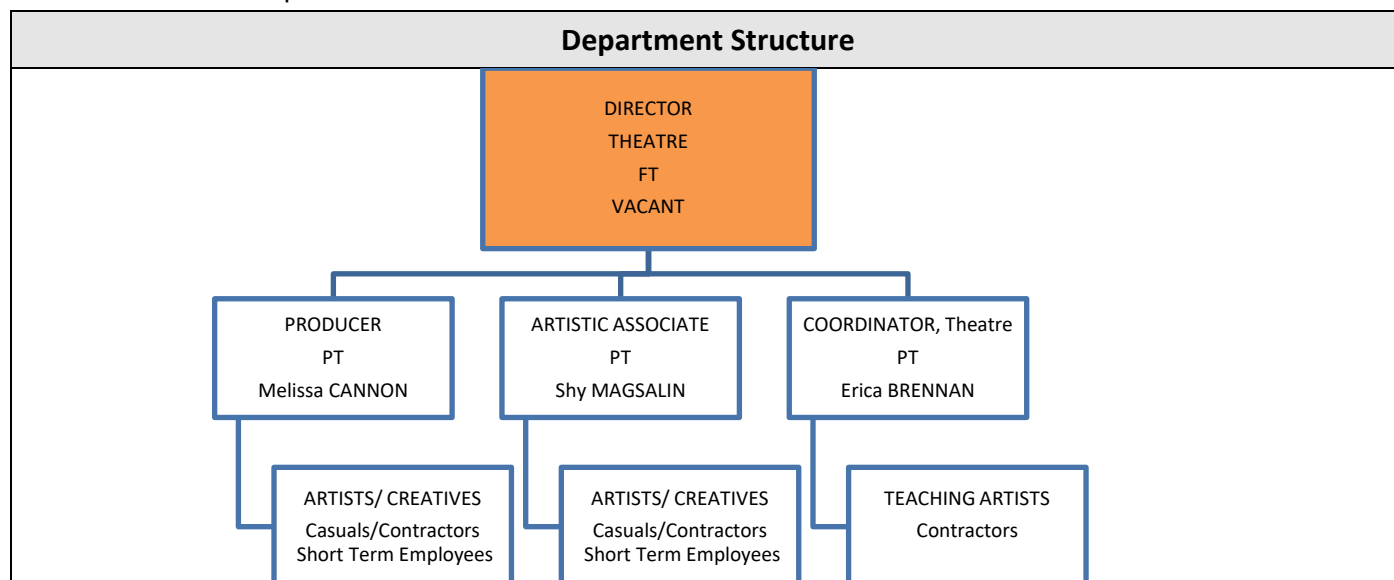
This role requires a high level of detailed artistic knowledge across producing, performance, dramaturgy and direction, extensive industry networks and a flair for organisation as well as creative thinking.

Reporting to the CEO, and with support from the Producer and the Associate Artist, the Director leads:

- a theatre training and participatory engagement program under the brand of Studio Q
- a creative practice program including Q Theatre Lab, Originate and Generate
- creative programs with a focus on new work development- with a charter to develop, manage and implement a contemporary theatre-making program under the brand of Q Theatre; and
- produces a theatre season/s across demographic segments including touring productions and self-generated works, as well as Talks and Ideas and new public programs; and
- works alongside the Directors Music and Visual Arts to ensure collaboration and partnership across art forms and convergent practices.

The role works to position Q Theatre and PP&VA as an innovative producer of contemporary artistic work, whilst also building audiences and support for this work and theatre generally.

| Key Specific Functional Responsibilities | Key Generic Functional Responsibilities |
|--|--|
| <ul style="list-style-type: none"> • Provide strategic, procedural and policy expertise to Executive Leadership Team, committees and Board with a view to drive artistic and cultural growth • Support the Education Committee and work with the Director Music to support the Performing Arts Committee • Manage and allocate resources across producing, learning and creative teams to deliver a successful annual season, theatre education and creative programs • Grow the program offer and audiences in accordance with set goals and within available resources • Support and lead team members for continual improvement • Ensure all business and Board reporting is thorough, accurate and timely • Manage relationships with regular and strategic producers, contractors and artists • Develop the program offer in alignment with Strategic Plan and the changing context • Lead ongoing development of the Q Theatre brand including creativity and performance skills and increased linkages across programs | <ul style="list-style-type: none"> • Management and Leadership • People Management • Financial Management and Funding development • Corporate Governance • Performance and Creative Planning • Customer Service • Manage Work Health and Safety and Injury Management |



Key Specific Functional Responsibilities

1. PRODUCING THEATRE SEASON/S

Major Tasks

- Leads and implements drama/theatre programming policy development in close collaboration with the CEO and the Director Marketing to deliver audience and programming strategies in line with the Strategic and Artistic Plans
- Engage with artists, producing companies and touring networks and agencies and partners to develop the season
- In collaboration with the Executive Leadership Team, particularly the Director Music, ensure that the Joan annual season offer is comprehensive and diverse across demographic audience segments
- Ensure that the season is realistically budgeted and contracted to minimise risk
- Develop and maintain industry connections in order to generate season

Performance Measures

- Artistic quality and reach of season
- Ratio of spend to box office return
- Successful delivery of season without legal or financial issues

2. CREATIVE PROGRAM

Major Tasks

- Lead the planning, development and delivery of creative theatre programs for PP&VA
- Engage with artists, collaborators and partners to develop new work
- Recognise and maximise touring and co-production opportunities
- Develop and maintain industry connections in order to generate artistic product
- Allocate, schedule and manage resources to meet creative, production, financial and administrative requirements within delegated requirements
- Liaise with internal and external stakeholders as required regarding the development of the Q Theatre and PP&VA creative programs.

Performance Measures

- Artistic quality and reach of Programs
- Additional presentation opportunities
- Success of new creative programs – as measured by artistic and audience feedback
- Forward plan includes partnerships and demonstrates strong artistic networks
- High level of internal logic across program components and ongoing relevance to Q Theatre artistic legacy with a future focus

3. LEARNING AND EDUCATION PROGRAM

Major Tasks

- Lead the planning, development and delivery of the Studio Q program including regular review and evaluation for growth
- Lead the planning, development and delivery of the Annual Youth Theatre Festival including review and ongoing evaluation and reinvention
- Ensure clear strategies and networks are in place and delivered for schools audiences across programmed work
- Lead and implement a Work Experience program for theatre and explore potential of internships
- Liaise with internal and external stakeholders as required regarding the development of Studio Q.

Performance Measures

- Quality and reach of Programs
- Enrolment numbers and satisfaction levels
- Excellent budget results with healthy surplus returned
- Ongoing growth, reinvention and development of programs

4. MANAGEMENT

Major Tasks

- Liaise with CEO and Executive Leadership Team to ensure ongoing relevance and artistic opportunities are maintained for commissions and presentations.
- Work with PP&VA marketing and communications regarding the development and implementation of strategies and materials for all programs
- Liaise with PP&VA venue services to ensure appropriate production support and advice at all stages of program development
- Deliver regular data and reporting including monthly and Board reporting, grant applications, project proposals and acquittals to a high level of timeliness and accuracy
- Employ excellent human resource management skills including mediation, negotiation, interpersonal and communication skills with an ability to motivate and supervise staff to be an effective team leader and team member.
- Develop a creative, production and logistical plan for projects and ensure accurate and timely recording and reporting of aspects of each project.
- Ensure contractual, administrative and work health and safety requirements are undertaken, communicated and adhered to
- Prepare and present contracts, grant applications, funding submissions and project specific sponsorship proposals as required and in consultation with CEO
- Prepare and submit funding acquittal reports as required

Performance Measures

- Program delivered safely without incident and within budget
- Quality accurate data and documentation produced for all projects
- Level of satisfaction from collaborators, artistic and other partners and stakeholders

5. FINANCE

Major Tasks

- Develop annual budget in close consultation with Finance Manager and CEO
- With ELT and the CEO identify potential program partners and devise offers, proposals and requests
- Prepare project budgets and liaise with relevant funding and/or corporate authorities as required
- Prepare and present monthly financial reports as required
- Liaise with executive support team as required in relation to day to day financial / administrative /contract management

Performance Measures

- Timely, accurate and consistent budgeting and acquittal
- Level of support for Program maintained or increased
- Consistent information flow and knowledge of progress within PP&VA

Performance Expectations

- Work completed is accurate and attention to detail is demonstrated
- Work from any of PP&VA’s sites and carry out other duties as required
- Initiative is used in solving workplace problems and contribution is made to workplace change
- Punctuality and attendance are satisfactory and leave is planned well in advance
- Time is managed efficiently, and work is completed within reasonable timeframes
- Work is completed in line with WHS guidelines and contribution is made to WHS consultative process
- Effective communication and interpersonal skills are applied
- Motivation and cooperation are demonstrated
- Undertake training as directed
- Commitment to EEO and anti-discrimination is demonstrated
- PP&VA resources are used efficiently

NB: All shaded Key Result Areas are compulsory for every Position Description

Key Generic Functional Responsibilities

6. Management and Leadership

Major Actions

- Ensure the implementation of PP&VA’s resolutions, policies and decisions
- Provide leadership and coordinate operations and performance
- Develop and maintain an appropriate departmental structure that satisfies PP&VA requirements
- Provide organisational leadership and support
- Develop and maintain Service Plans for all assigned functions

Performance Measures

- Linkages between the Delivery Program, organisation’s resolutions, policies and decisions, and the responsibilities of relevant groups and individuals are established
- Staff receive the required information, consistent with their competencies and operational plans, and are both empowered and accountable for the implementation of resolutions, policies and decisions delegated to them
- Departmental outcomes reflect an established environment of motivation and staff development
- Staff performance and professional competence is continuously improved
- Business processes, product delivery and customer service are continuously improved
- Positive role modelling, effective communication and consultative decision-making result in workplace change being embraced and resourced
- Service Specifications / Business Plans are current and accurate

7. Corporate Planning and Review

Major Actions

- Contribute to the development, implementation, reporting and achievement of the Strategic Plan, Artistic Delivery Program and other plans and reports as required by the CEO, the PP&VA, Penrith City Council, and funding agreements.

Performance Measures

- Complete all organisational performance reporting requirements (quarterly reports, six monthly reports, Annual Report and End of Funding Term Report)
- Deliver service activities, actions and budget assigned in the Delivery Program

8. Performance Planning

Major Actions

- Accountable for delivery of the assigned service activities, actions and budgets in the Delivery Program
- Contribute to the development, implementation, reporting and achievement of the Strategic and Business Plans and other plans and reports as required by the CEO, the PP&VA Board and key funding agencies.

Performance Measures

- Complete all organisational performance reporting requirements (monthly and six-monthly review reports, Annual Report and Acquittal reports)
- Deliver service activities, actions and budget assigned in the Artistic Delivery Program
- Level of staff satisfaction with their involvement in and understanding of the Artistic Delivery Program
- Initiatives which increase opportunities for PP&VA are developed and documented
- Delivery of Plans and Reports as per agreed specification and timetable
- Activities and priorities are met
- Systems are established and managed which constantly evaluate and improve services provided
- Services developed are both contemporary in nature and provide a strategically sound reference for the future

9. People Management

Major Actions

- Undertake human resource planning
- Ensure practices provide for a discrimination free workplace
- Provide career development opportunities
- Manage the performance of individuals

Performance Measures

- Departmental HR needs are determined and regularly reviewed within the current and anticipated business needs and budget
- Existing competencies of staff are compared with the business needs and alternatives to staffing needs and utilisation are developed
- EEO initiatives are developed and documented
- Appropriate action is taken if EEO breaches occur
- Equal access is established and implemented through training and opportunities
- Positive performance management processes are applied equitably to all staff
- All Departmental Employee Performance Planning and Reviews (EPPR) are completed and forwarded to CEO within designated timeframe
- Staff are encouraged to improve their work performance through regular feedback and self-evaluation
- Staff are given the opportunity to take on challenges through task variety, task sharing and career development opportunities
- Grievance procedures are managed according to policy and procedure, and optimise the likelihood of positive outcomes

10. Key Generic Functional Responsibilities

12. Communication and Customer Service

Major Actions

- Provide effective service to PP&VA customers, the community and internal staff
- Present a positive image of PP&VA
- Liaise and negotiate with the community, industry, government/non-government agencies, other professional and PP&VA staff on a range of matters
- Effectively communicate in a range of forums on PP&VA's objectives, activities and priorities

Performance Measures

- Customer needs are identified and confirmed, and appropriate actions taken
- Staff adhere to the Customer Service Charter
- Advice given to any forum is contemporary and within PP&VA guidelines

13. Financial Management

Major Actions

- Determine and report on financial implications of policy and procedure development
- Prepare and manage departmental budgets
- Analyse budget data, and identify and report on trends
- Manage PP&VA's assets held, and programs delivered

Performance Measures

- Revenue, expenditure, and capital investment proposals are developed through consultative processes and take account of past experience, present trends and future expectations
- Realistic cost benefit and risk analyses/management plans are incorporated into all financial and artistic programming proposals
- Performance measures and tactics for monitoring financial processes, artistic and community outcomes are identified for each proposal
- Budget proposals comply with the organisations values, policies, code of conduct, legal, artistic and ethical requirements and priorities
- Budget is developed and presented within designated timeframe
- Financial and cultural implications from policy development, legislative changes and investment proposals are documented and reported
- Financial and artistic documentation maintains accountability for expenditure of public monies
- The CEO is advised of variances outside 5%
- Identify, monitor and report on influences on expenditure and revenue
- PP&VA's assets are maintained and utilised to maximise effective operations

14. Corporate Governance

Major Actions

- Contribute to promoting a culture within the organisation that ensures adherence to Corporate Governance guidelines and principles
- Keep-abreast of development and trends in the arts industry, all 3 levels of government and business
- Provide assistance to the CEO and Board/Council delegate in case of an alleged breach of PP&VA's Code of Conduct

Performance Measures

- Standards of probity are developed and implemented covering the following:
 - Anti-discrimination
 - Principles of social justice
 - A quadruple bottom line (QBL) approach to decision-making, systems, processes, and operations
 - Codes of conduct
 - Grievance, dispute, dismissal procedures
 - Protected disclosures
 - Complaints handling procedures
 - Privacy/confidentiality
 - Management of risk
 - Fraud control
 - Internal control and reporting
 - Work health and safety
 - Equal employment opportunity
- Breaches of acceptable standards are dealt with using established guidelines
- Keep abreast of contemporary issues raised by either Fair Work Australia, key arts industry bodies, ICAC, the NSW Ombudsman or other Government Agency
- No adverse comments are received with the level of assistance provided to the CEO and Board/Council delegate

15. Work Health and Safety (WHS) and Injury Management (IM)

Major Actions

- Communicate WHS and IM policies
- Attend training as required and ensure completion of training by supervised staff
- Manage the procedural development and implementation of risk assessments and ensure they are reviewed in line with designated timeframes
- Manage implementation and use of risk control measures
- Participate in consultative processes for the management of WHS, and ensure consultation processes are available to, and used by, supervised staff

Performance Measures

- WHS and IM policies and procedures are effectively communicated to all employees, contractors and volunteers and visitors are controlled at worksites
- All required training has been completed, including induction has been provided and completed for relevant personnel
- All supervised staff have completed required training
- WHS procedures are identified and complied with, setting an appropriate workplace example
- Risk assessment documentation is completed in line with legislative requirements, and risk assessments are reviewed at least annually or more frequently if required
- Risk control documentation is completed, and records kept in accordance with PP&VA procedures
- Participation in consultation process is on record
- Record of supervised staff participation in consultation

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Tertiary qualification/s in drama, theatre and/or performance practice or extended professional experience in the performing arts industry
- At least five years professional practice within the theatre industry
- Current and active theatre sector networks
- Experience within a venue and/or producing organisation
- Understanding of artist needs, of relevant awards and best practice in technical production
- Flexible attitude to responsibilities and work hours
- Ability to work collaboratively and across artforms
- Ability to work across IT platforms – Mac/Microsoft for budgeting, basic design, reporting and communication purposes
- Experience in effective management of a small creative team
- Sound financial, writing and project management skills
- Ability to trouble shoot, think creatively and work within a diverse organisation

Desirable

- Knowledge of audience development principles
- Valid NSW drivers licence or ability to acquire
- Valid Working with Children check – or ability to acquire
- Post graduate qualification in performance/ dramatic practice

Position Based Core Skills Training

- Work Health and Safety
- Equal Employment Opportunity and Diversity
- Governance
- Drug and Alcohol Control Policy
- Manual Handling
- Hazard Identification
- Code of Conduct

Values and Behaviours

Penrith Performing & Visual Arts and Staff support the following Values and Behaviours:

Integrity

- I am honest, ethical and maintain public trust
- I do what I say I'm going to do and I stand up for what I believe in
- I set a standard to be proud of amongst the community
- I do the right thing - even when no-one is looking

Selflessness

- I am willing to put others before me and assist them when needed
- I put the good of the PP&VA and the community above personal goals
- I support sustainability and cater for the wellbeing of future communities
- I uphold social justice principles

Accountability

- I take responsibility for decisions and actions, whatever the outcome
- I take responsibility for work, behaviour and how resources are used
- I ensure a safe and healthy workplace
- I take ownership of my work
- I operate within delegations

Honesty

- I tell the truth and correct misinformation
- I will refuse any bribes and I do not steal
- I trust in our relationships
- I ensure duties are undertaken in a lawful manner

Leadership

- I am creative and innovative
- I take responsibility and I am a good role model
- I inspire others in the organisation and community to be the best they can
- I have the courage to do the right thing
- I listen and communicate clear directions and actions

Impartiality

- I am always fair and treat people equally
- I am understanding and act objectively
- I separate personal interests from work responsibilities
- I base all decisions on merit and facts I am consistent in the application of processes

Openness

- I am transparent and straight-forward
- I am able to discuss problems or concerns and give reasons for decisions
- I share information appropriately
- I am obliged to report wrong-doing

Respect

- I treat others fairly and objectively
- I value and accept other people's differences
- I treat others with dignity, kindness and in the spirit of service
- I treat people how I would like to be treated
- I recognise the worth of individuals