

# POSITION DESCRIPTION

<b>Position Title:</b>	MANAGER, Q THEATRE
<b>Award / Level</b>	Performance Based Contract - PP&VA
<b>Department:</b>	Theatre
<b>Type:</b>	Part-time 22.5 hours per week, ongoing

## Position Purpose

The Manager, Q Theatre plays a vital role in supporting the Q Theatre program as part of Penrith Performing & Visual Arts, with a focus on the Western Sydney theatre ecology, artist, audience development and education.

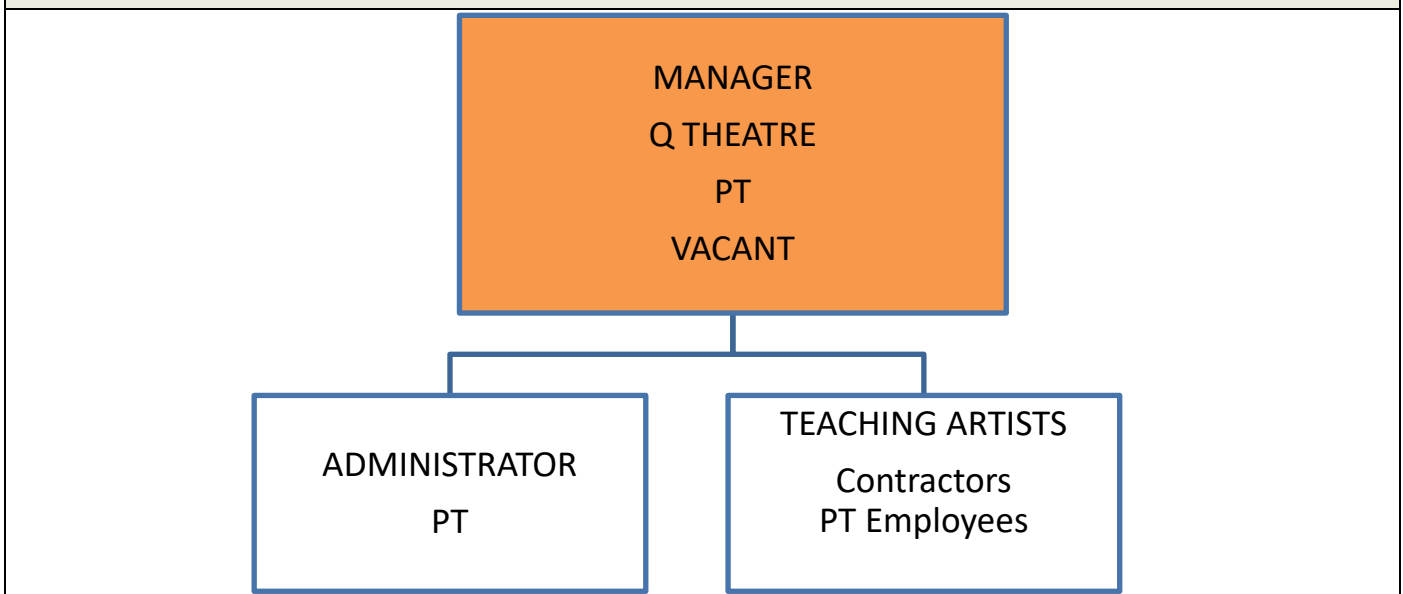
This role requires a high level of practical skills, excellent interpersonal and communication abilities, project delivery experience, on the ground flexibility and a flair for organisation as well as creative and strategic thinking.

The Manager leads Q Theatre’s creative participation and education programs, including studio Q and The Riff; creative practice pathways, such as Originate; and additional artist development and creation programs where funding permits, as well as supporting presentation and schools engagement.

The role works closely across all teams including marketing, technical and venue to ensure smooth delivery of all projects and programs, while also maintaining relationships with funding agencies and industry partners to develop proposals and applications for future programming.

Organised and with an eye for detail, with great industry networks and a knowledge of Award and industry conditions with an ability to remain calm in the face of a production deadline, the Manager, Q Theatre is an able communicator able to work independently and as part of a small team.

## Department Structure



### Key Specific Functional Responsibilities

#### CREATIVE PROGRAM

##### Major Tasks

- Lead the planning, development and delivery of creative theatre programs for PP&VA, including Originate.
- Develop funding proposals and partnerships to implement new creative programs.
- Develop and maintain industry connections.
- Allocate, schedule and manage resources to meet creative, production, financial and administrative requirements within delegated requirements.
- Devise and support rehearsal and production scheduling across programs.
- Act as stage manager/production manager in need.
- Advise and support guest artists.
- Liaise with internal and external stakeholders as required regarding the development of the Q Theatre and PP&VA creative programs to lead within the Western Sydney context.

##### 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.

#### LEARNING AND EDUCATION PROGRAM

##### Major Tasks

- Lead the planning, development, and delivery of Studio Q and school holiday drama programs, including regular review and evaluation for growth and development.
- Lead the planning, development and delivery of The Riff 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.
- Develop and maintain records on theatre education, support research opportunities and increase documentation and visibility of the organisation's theatre and theatre education programs.
- 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

## MANAGEMENT

### Major Tasks

- Work with CEO and Executive Leadership Team to ensure ongoing relevance and funding 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.
- Work 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

## 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

### 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' experience 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 organization

#### 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

### 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

### Key Generic Functional Responsibilities

#### 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

#### 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

#### 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

### **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

### **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

### **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

### **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

**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



## 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