

POSITION DESCRIPTION

The Joan Program Manager

POSITION DETAILS	
Position Title:	The Joan Program Manager
Award / Level:	Local Government Industry Award - Level 10
Department:	Programming – The Joan Sutherland Performing Arts Centre
Employment Type:	Full Time - 3 year performance based contract.
Reports To:	Chief Executive Officer and Artistic Director
Direct Reports:	Head of Music Education; Q Theatre Manager; The Joan Program Administrators
PD Review Date:	February 2027

Position Purpose

PP&VA is a small, passionate and dedicated organisation that exists to serve our community through art, music and culture. While each role has its own focus, we achieve our purpose by working together. Employees are encouraged to look for opportunities to support colleagues and collaborate across teams, so that as a whole organisation we can offer the best possible experience to our artists, audiences and customers.

The Joan Program Manager is a senior curatorial leadership role responsible for the unified programming voice of The Joan Sutherland Performing Arts Centre across theatre, music and all other live performance activity. The role provides direct line management to the Head of Music Education, the Q Theatre Manager, and The Joan Program Administrators, creating the organisational conditions for genuine cross-stream programming alignment, audience development and creative ambition.

Working in close partnership with the CEO and Artistic Director and the Gallery Manager, the role drives the overarching artistic program of PP&VA, ensuring that the work presented at The Joan is coherent, purposeful and consistent with the organisation's strategic and community commitments. This is not a commercial deal-making or venue hire role: it is a curatorial and people leadership role. Where commercial arrangements such as door deals are part of the program mix, the Joan Program Manager negotiates and manages these within the framework of the broader artistic program.

A background in Primary and Secondary education is essential to this role. PP&VA's relationship with schools, young people and educators is a foundational part of its community mandate, and the Joan Program Manager is expected to lead and grow the education dimension of the performing arts program – identifying alignment opportunities across the Conservatorium, Q Theatre and The Joan's main house programming, and ensuring that young people and their teachers are meaningfully engaged as audiences, participants and creative collaborators.

KEY RESPONSIBILITIES AND OUTCOMES

Note: This role includes any other reasonable duties within the scope of the role, aligned with these responsibility areas and PP&VA's operational needs. The position holder is required to comply with all PP&VA policies, procedures and legal obligations, including WHS, Code of Conduct, Child Safety, records and information management, and other governance requirements relevant to PP&VA operations.

1. Curatorial Leadership and Programming

Major Tasks

- Develop and maintain a unified curatorial vision for The Joan's performing arts program across theatre, music, contemporary performance and all other live activity, in close partnership with the CEO and Artistic Director.
- Lead the programming process across The Joan's main house and studio spaces, ensuring artistic coherence, quality and alignment with PP&VA's strategic direction and community obligations.
- Identify and develop programming opportunities that connect The Joan's performing arts activity with the Gallery's visual arts program, in collaboration with the Gallery Manager.
- Negotiate and manage door deal arrangements with artists and companies as part of the self-presented and co-presented program, ensuring commercially sound and artistically appropriate terms.
- Maintain an informed understanding of national and international performance trends, ensuring PP&VA's program remains ambitious, contemporary and relevant to Western Sydney audiences.
- Champion programming that reflects and serves the cultural diversity of the Penrith community, including First Nations artists and communities.

Performance Measures

- *The Joan's performing arts program reflects a clear, coherent curatorial vision that is legible to audiences, partners and funders.*
 - *Cross-form and cross-venue programming opportunities are identified and activated each programming cycle.*
 - *Door deal arrangements are negotiated to commercially sound terms and managed to budget.*
 - *The program reflects PP&VA's commitment to Western Sydney communities and demonstrates increasing audience diversity and reach.*
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2. Team Leadership and Cross-Stream Alignment

Major Tasks

- Provide direct line management to the Head of Music Education; Q Theatre Manager, and The Joan Program Administrators including regular one-on-ones, annual performance reviews and ongoing development support.
- Lead a regular cross-stream programming forum that brings together all direct reports to surface alignment opportunities, address resource conflicts and build a shared artistic culture across The Joan's programming teams.
- Set clear programming frameworks, quality standards and budget parameters for each stream, enabling direct reports to operate with appropriate autonomy within a coherent whole.
- Identify and activate opportunities for cross-stream collaboration: joint productions, shared audiences, coordinated marketing and aligned education programs.
- Work with the Head of Operations and Production to ensure programming decisions are operationally viable and properly resourced.
- Foster a culture of creative ambition, rigour and mutual accountability across the programming function.

Performance Measures

- *All direct reports have current performance plans and receive regular, documented feedback.*

- *A cross-stream programming forum meets at a regular cadence, with decisions and opportunities documented.*
- *Cross-stream collaborations are identified and pursued each programming cycle.*
- *Direct reports report feeling supported, challenged and clear on their accountabilities.*

3. Education Programming and School Engagement

Major Tasks

- Lead the development and delivery of PP&VA's education performing arts program, ensuring it is coherent, ambitious and aligned with the curriculum needs and interests of primary and secondary schools in the Penrith region.
- Work with the Q Theatre Manager and Head of Music to identify and develop education programming that connects school audiences with the broader performing arts program.
- Build and maintain strong relationships with teachers, school leaders and the NSW Department of Education as key stakeholders in PP&VA's community program.
- Identify opportunities to develop young people as long-term audiences and creative participants, not only as recipients of educational programs.
- Ensure education programs are appropriately documented, evaluated and reported, including for grant acquittals and funding applications.

Performance Measures

- *A coherent education performing arts program is delivered annually, with documented school participation and feedback.*
- *Education programming is aligned with current NSW curriculum frameworks and reflects input from school communities.*
- *Strong working relationships with local schools and the NSW Department of Education are maintained and growing.*
- *Young people are represented as audiences and participants in PP&VA's performing arts program.*

4. Strategic Planning and Organisational Contribution

Major Tasks

- Contribute to PP&VA's strategic and business planning processes, providing curatorial and programming insight to inform organisational decision-making.
- Prepare and deliver programming reporting for the CEO and Artistic Director and PP&VA Board as required, including contributions to the Annual Report, Delivery Program and relevant grant acquittals.
- Represent PP&VA in external forums, industry networks and sector advocacy relevant to performing arts programming and education.
- Contribute to the development of PP&VA's audience development strategy, ensuring the performing arts program actively builds new and diverse audiences across the Penrith region.
- Identify and implement improvements to programming systems, workflows and processes, drawing on sector best practice.

Performance Measures

- *Programming reporting is delivered accurately and within agreed timeframes.*
- *Curatorial and programming insights are actively contributed to strategic planning and budget processes.*
- *PP&VA's performing arts program is positively represented in external sector forums.*

5. Financial Management and Budget Accountability

Major Tasks

- Prepare and manage the programming budget for The Joan's performing arts program across all streams, working within parameters set by the CEO and Artistic Director.

- Monitor expenditure and revenue against budget on a monthly basis, identifying and reporting variances to the CEO promptly.
- Ensure all procurement and contracting within the programming function complies with PP&VA's financial delegation and procurement policies.
- Contribute to the annual budget development process, providing evidence-based proposals for programming investment and revenue projections.
- Ensure financial and artistic documentation maintains accountability for expenditure of public monies, including grant-funded activity.

Performance Measures

- *Programming budgets are developed and submitted within designated timeframes and in line with PP&VA financial policies.*
- *Monthly budget reporting is accurate and variances outside 5% are communicated to the CEO promptly.*
- *Procurement and expenditure decisions are made in line with delegated authority and documented appropriately.*

6. People Management

Major Tasks

- Undertake workforce planning for the programming function, including assessment of staffing needs and development of team capability across all direct report streams.
- Ensure practices provide for a discrimination-free workplace and that EEO principles are applied consistently across the programming teams.
- Provide career development opportunities and actively support the professional growth of direct reports.
- Manage the performance of individuals constructively and in accordance with PP&VA policy, including timely completion of performance planning and review processes.
- Manage grievance and conduct matters in accordance with PP&VA policy and industrial obligations.

Performance Measures

- *All direct report Employee Performance Planning and Reviews (EPPR) are completed and forwarded to the CEO within the designated timeframe.*
- *Staff are encouraged to improve their work performance through regular feedback and self-evaluation.*
- *EEO initiatives are documented and any breaches are addressed in accordance with policy.*
- *Grievance procedures are managed according to policy and optimise the likelihood of positive outcomes.*

7. Serving Our Community, Audiences and Colleagues

Major Tasks

- Provide effective, respectful service to audiences, artists, educators, community members and the wider public.
- Model a culture of collaboration, creative rigour and high standards in all interactions with colleagues, artists and external stakeholders.
- Present a positive, professional image of PP&VA and The Joan in all interactions, internal and external.

Performance Measures

- *A considered and professional approach is demonstrated consistently across all stakeholder interactions.*
- *Colleagues and direct reports report feeling supported, informed and respected.*
- *Personal presentation and conduct reflect the standards expected of a senior leader within the organisation.*

Qualifications, Experience and Skills

Essential

- Demonstrated senior experience in performing arts programming or curatorial leadership, with a track record of delivering ambitious, high-quality programs.
- Demonstrated direct people leadership experience, including line management of senior staff across multiple program streams.
- Background in primary and/or secondary education – whether as a teacher, curriculum developer, arts education practitioner or in a comparable role – with a working understanding of NSW curriculum frameworks and school communities.
- Demonstrated experience developing education programs that connect schools and young people with live performing arts.
- Strong financial literacy, including experience preparing and managing program budgets and reporting on financial performance.
- Excellent written and verbal communication skills, including the ability to prepare reports, briefings and correspondence for senior leadership and board audiences.
- Sound understanding of the Western Sydney arts and cultural landscape and its communities.
- Demonstrated experience working collaboratively across internal teams including marketing, operations and technical functions.

Desirable

- Tertiary qualifications in performing arts, arts management, education or a related field.
- Experience working within a local government, statutory authority or publicly funded arts organisation.
- Familiarity with the Live Performance Australia (LPA) Award and relevant NSW industrial instruments.
- Experience in audience development strategy and practice.
- Current First Aid certificate (or willingness to complete at business expense).

Values and Behaviours

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

Belong Here	☐ I show up as myself and make space for others to do the same. ☐ I recognise that Western Sydney is who we are, not just where we are. ☐ I am honest about what I don't know and curious about what I don't understand. ☐ I treat everyone who walks through our doors as someone who belongs here.
Choose the Harder Thing	☐ I do what is right, not what is easy. ☐ I stand up for the work, the artists, and the community, even when it is uncomfortable. ☐ I raise difficult issues rather than avoiding them. ☐ I hold myself and others to a high standard.
Own It	☐ I take responsibility for my work and my decisions, whatever the outcome. ☐ I follow through on what I say I will do. ☐ I do not wait to be told when something needs doing. ☐ I operate within my delegations and escalate when I am unsure.
Raise the Standard	☐ I pursue quality in everything I do. ☐ I am creative and look for better ways of working. ☐ I give and receive feedback constructively. ☐ I represent PP&VA with professionalism and pride.
Build to Last	☐ I think beyond my own role and consider the long-term health of the organisation. ☐ I support sustainability and the wellbeing of future communities. ☐ I contribute to a culture where others can do their best work. ☐ I uphold social justice principles in all that I do.