

THEATRE MANAGER POSITION DESCRIPTION – NEW THEATRE

Location	New Theatre
Reporting to	Management Committee
Salary	\$66,500 pro rata plus 9.5% superannuation. 16 days paid Annual Leave
Hours of Work	0.8EFT, schedule negotiable Attendance at committee meetings, opening nights, launches and other company events required within the allocated hours.
Basis of employment	Part-time, with 3-monthly reviews
Period0	12 months maternity leave cover

1. ABOUT NEW THEATRE

Mission Statement: "Performing, Challenging, Developing, Entertaining, Inspiring and Encouraging local artists and audiences"

Established in 1932, New Theatre is one of the oldest continuously producing theatre companies in Australia with a proud history that is intertwined with much of Sydney's social development and Australian theatre history. From our beginnings as a political workers' theatre, we have grown to become one of Sydney's leading independent community theatre companies. Our productions range across drama, comedy, musicals, gay theatre, family shows, political cabaret and specialised education programs.

We pride ourselves on providing unique opportunities for the development of artists of all ages and backgrounds through collaboration with professional theatre workers. We have a long tradition of nurturing directors, actors and designers and are committed to the development of new Australian writing. We aim to service our community by providing affordable theatre of a very high standard to a wide range of audiences. We believe in a theatre that provokes, stimulates and entertains.

New Theatre is an incorporated association governed by a Constitution. The company comprises members who pay an annual membership fee to participate in productions and the management of the company. A Management Committee is elected at each Annual General Meeting and manages the business of New Theatre and the production of plays on behalf of members. The Theatre Manager is not an elected position but is employed by the Management Committee.

New Theatre receives no ongoing funding and therefore primarily depends on box office income and donations. As a result, we constantly work within very tight budgets.

New Theatre Properties Ltd (NTPL) is a separate company that owns the building and is responsible for ensuring the New Theatre premises remain viable for use as a live entertainment venue. NTPL comprises a Board, invited from New Theatre members, who manage the premises. New Theatre pays rent to NTPL to cover rates, insurances and building

maintenance costs.

2. SUMMARY OF THE POSITION

The Theatre Manager is responsible for the day to day operational management of the company and venue. He/she works closely with the Management Committee, particularly the President, Artistic Director and Treasurer, to implement business strategies and directions that achieve New Theatre's mission and sustains its core values.

- The Theatre Manager is responsible for directly managing the work of a number of part-time employees (Technical Manager, Publicist, FOH management) and many volunteers.

3. KEY DELIVERABLES OF THE POSITION

The Theatre Manager works with the Management Committee to:

- Ensure the efficient operation of the theatre company
- Implement the company's strategic direction and season program
- Manage the theatre venue (in consultation with New Theatre Properties Ltd) to ensure the building is operational, secure and well maintained
- Ensure transparent financial management and record keeping
- Provide management support to productions
- Oversee the co-ordination and design of all marketing materials and implement the theatre's marketing plan
- Maintain effective relationships with major stakeholders
- Ensure New Theatre is run ethically and complies with policies, procedures and all legal requirements
- Act as an ambassador for New Theatre at all times.

4. SELECTION CRITERIA

Essential Criteria

Theatre Management background and commitment. Qualities sought in this area include:

- Practical experience in arts management and office administration
- An understanding of and commitment to New Theatre's core values and mission

Proven Management experience. Qualities sought in this area include:

- Excellent organisational, administrative and management skills
- Ability to manage, direct and monitor staff and contractors
- Ability to prioritise own work load and manage multiple stakeholder demands
- Ability to work under pressure and to tight timeframes
- A self-starter as well as an ability to work as part of a team
- Experience with working on behalf of boards/committees
- Experience in financial management, particularly budget reconciliation, payroll and invoicing

Excellent Communication skills. Qualities sought in this area include:

- Excellent negotiation and communication skills
- Strong interpersonal skills and ability to successfully interact with a diverse range of stakeholders

- Understanding of the creative process and ability to deal effectively with artists

Computer skills. Qualities sought in this area include:

- Extensive experience with Microsoft Office suite, particularly Word and Excel
- Experience with computerised ticketing systems
- Some knowledge of desktop publishing, particularly Adobe Creative suite
- Some knowledge of website maintenance, particularly Wordpress

Publicity and Marketing experience. Qualities sought in this area include:

- Experience in the development of publicity and marketing strategies
- An understanding of the potential uses of social media in the arts and proven experience with social media applications

Ability to apply legal and statutory obligations. Qualities sought in this area include:

- Knowledge of legal, compliance and reporting requirements to ensure good organisational governance (e.g .associations and charity status, trade practices, tax, employment practices, liquor licensing, intellectual property, copy and usage rights and licensing, Code of Practice for the Ticketing of Live Entertainment in Australia, WHS)
- Commitment to applying Equal Employment Opportunity, WHS and other ethical work practices in the workplace

Desirable Criteria

Experience in a theatre production environment

5. REPORTING AND KEY RELATIONSHIPS

The Theatre Manager frequently works alone and unsupervised. He/she reports to the Management Committee and can arrange to meet with the President to discuss issues. He/she acts as Secretary to the Management Committee and General Meetings and submits formal reports to each of these meetings.

The company also employs a part-time Publicist (1 day per week) a Technical Manager (approx. 8 hours per week), and 4-5 casual Front of House Managers (approx. 4 hours per performance), all of whom works under the supervision of the Theatre Manager.

The Management Committee and all other artistic, technical and front of house personnel work on a voluntary basis. The fact that New Theatre's activities are primarily undertaken by volunteers is a critical consideration in the management of the company and the Theatre Manager needs to motivate and use these resources for projects, productions and day to day tasks.

The Theatre Manager works or liaises closely with the following people / organisations:

- Each Committee member
- New Theatre members and volunteers
- The New Theatre Publicist, Technical Manager and Front of House Managers
- Personnel from each production (New Theatre or external)

- New Theatre Properties Ltd (NTPL)
- Contractors
- Audiences
- Local community
- Media
- Government bodies
- Funding bodies and sponsors
- Literary and ticketing agents
- Schools
- Interns
- Outside producers/venue hirers

6. DUTIES OF THE POSITION

Operational Management

- Manage the day to day operations of the company including carrying out tasks as directed by the Management Committee and developing and implementing operational and computer systems
- Manage the work and performance of the Publicist, Technical Manager and Front of House Managers
- Act as Secretary to the Management Committee and General Meetings (organise meetings and agenda items, submit reports, minute meetings, follow up actions)
- Act as the key point of contact with members, artists, supporters, media and the general public.
- Manage office and ticket stock, oversee the management of stock for bar and backstage
- Manage the hire of New Theatre space, props & costumes
- Be the first point of contact and day to day face of New Theatre
- Roster, motivate & supervise volunteers for various administrative and production tasks
- Oversee the management of membership dues, records, enquiries and issues

Venue Management

- Ensure the smooth management of the venue
- Liaise with New Theatre Properties Ltd in relation to building maintenance and any required minor works.
- Supervise the work of contractors
- Set up and supervise small contracts (e.g. cleaning, security of premises)
- Ensure WHS procedures are maintained throughout the building and brief new companies, hirers and FOH staff on procedures.
- Oversee general security procedures e.g. registration and distribution of keys and code

- Organise and oversee regular cleaning of premises

Performance and Event Management

- Manage front-of-house, box office and ticketing systems
- Organise opening nights and season launches
- Roster, motivate & supervise volunteers for front of house and productions
- Coordinate auditions and space allocation for rehearsals and performances.
- Provide managerial support and guidance to all artists and production teams on issues relating to production, artistic and venue matters.
- Work with the Artistic Director to secure contract rights

Financial Management

- Assist with management of New Theatre's financial operations.
- Pay accounts
- Work with the Production Managers to manage all production budgets
- Work with the Treasurer and volunteers to maintain bookkeeping procedures and develop effective procedures to guarantee sound day-to-day financial management
- Manage petty cash

Governance

- Ensure that the company is administered in accordance with its Constitution and that it complies with all legal responsibilities
- Ensure that Management and General Meetings are held in accordance with required timeframes and that they are convened and minuted in accordance with the company's constitution
- Produce reports for the Management Committee and General Meetings
- Maintain the company's records and archives
- Ensure that the venue's signage complies with appropriate standards.
- Work with the Treasurer to ensure that the company is audited in accordance with legal requirements
- Ensure that WHS requirements are observed in the workplace
- Assist appropriate committee members to ensure the timely acquittal of grants and sponsorships

Publicity, PR and Marketing

- Work with or oversee the Publicist in the implementation of all marketing and publicity campaigns for New Theatre activities
- Produce or oversee the production of all marketing materials (posters, postcards, press kits, newsletters, education resources, front of house displays and other promotional material)
- Prepare programs for all performances
- Update and maintain the New Theatre website

