

Operations Manager

Theatre Royal, Hobart

Position Description

Position Title:	Operations Manager
Basis of Employment:	Full Time, standard leave entitlements
Ordinary hours per week:	38 hours, primarily within standard business hours, however, the role requires a willingness to work flexible hours, including evenings and weekends. Staff receive time in lieu of overtime.
Initial Term:	3 years
Probation Period:	6 months
Location:	29 Campbell Street, Nipaluna/Hobart, Lutruwita/Tasmania

About the Theatre Royal

Opening in 1837, Hobart's Theatre Royal has been the home of contemporary theatre in Tasmania for more than 180 years and is Australia's oldest working theatre. This 700-seat heritage treasure occupies an important place in the hearts of Tasmanians and many visitors to Hobart.

Since 2020, the Theatre Royal has occupied The Hedberg, a new state-of-the-art facility shared with the University of Tasmania's School of Music. Three levels of foyers and bars and a new 284-seat Studio Theatre have brought new life to the organisation, and opportunities to engage new audiences.

Every year, the Theatre Royal curates an annual season of contemporary performance and events across our venues, which aims to present high calibre experiences that our audiences would not otherwise have an opportunity to see. We also service a high level of activity by external producers hiring our venues, delivering ticketing and front of house services, technical production, and marketing support. We play an increasingly important role as a place for local artists and companies to develop and showcase new work, and as an employer and training ground for Tasmanian cultural workers.

Position Objective

The Theatre Royal Operations Manager is responsible for:

- Overseeing all technical and production activities that occur as part of the Theatre Royal's business; and

- Overseeing facilities management requirements of the Theatre Royal including work health and safety, asset maintenance and management.

Reporting Structure

Internal stakeholders:

- The Operations Manager reports to the CEO
- The position manages two permanent Operations staff – the Technical Coordinator and Senior Technician
- The position is responsible for a large pool of temporary and casual employees who deliver Theatre Royal events
- Close collaboration is required with Programming, Marketing, Customer Service, Box Office and Finance departments.

External stakeholders:

- Theatre Royal hirers, visiting companies, artists and producers, technical and facilities contractors, University of Tasmania employees, The Hedberg Body Corporate, cultural organisations, donors, corporate partners, and other stakeholders.

Key Duties and Responsibilities

1. Oversee and take responsibility for the planning and delivery of all technical and production operations that occur at, or on behalf of, the Theatre Royal.
2. Oversee HR processes for technical staff, including recruitment, performance management and training of Operations staff members.
3. Ensure that production schedules, staff rosters, timesheets and other documentation are produced in a timely manner and in line with budgets.
4. Liaise with companies presenting shows and events in the Theatre Royal, Studio Theatre and other Hedberg venues, to ensure delivery of their technical requirements in a safe, timely and cost-effective manner.
5. Develop and maintain positive relationships with industry technical and production personnel and other stakeholders.
6. Having regard to relevant safety legislation and procedures, ensure the Theatre Royal operations are conducted in a healthy and safe manner.
7. Oversee the development, implementation and currency of emergency and evacuation procedures, risk assessment and management procedures, a WHS committee and all registers required under WHS legislation.
8. Create and maintain accurate technical specifications and plans of the venues.
9. Develop and implement an achievable Asset Management Plan, including a register of technical equipment, maintenance schedules for equipment and assist with the

development of Capital Works and Infrastructure sustainability programs for the Theatre Royal.

10. Manage departmental budgets, developed in collaboration with the CEO and Finance Manager.
 11. Liaise with the Department of Natural Resources and Environment, the Department of State Growth, The Hedberg Body Corporate and UTAS Facilities Management with regard to Hedberg maintenance and management, including coordinating cleaning, waste management, statutory and preventative maintenance, and related tasks.
 12. Attend meetings, staff meetings and other functions as required.
 13. Other duties as directed by the Chief Executive Officer.
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Selection Criteria

- Experience managing technical operations teams in a performing arts venue
 - Detailed knowledge of theatrical production including flying, lighting, scenery and staging, audio and vision, with experience across production and stage management
 - Knowledge of current workplace health and safety legislation and requirements, particularly as they relate to performance venues
 - Experience in facilities management, preferably within a performance or cultural venue
 - Ability to contribute to business planning, including strategic planning, developing operational plans, setting and achieving objectives
 - High level IT proficiency, including with specialist software such as project management, CAD drawing, and theatre lighting and audio software packages.
 - Ability to communicate and develop strong working relationships with diverse stakeholders
 - Experience working in a fast-paced environment, with the ability to exercise sound judgment, prioritise work tasks across multiple projects, and collaborate with team members to achieve the best results.
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Diversity and inclusion

The Theatre Royal is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer and intersex (LGBTQIA+) people.

COVID-19 Vaccination requirement

The Theatre Royal's view is that vaccines are an effective tool for protecting people against COVID-19. To minimise the risk of exposure to COVID-19 in the workplace and protect our staff, patrons and visitors, the Theatre Royal currently requires that all employees who are able to receive a COVID-19 vaccine are fully vaccinated.

How to apply

Applications should include:

1. A cover letter outlining how you meet the selection criteria (maximum two pages)
2. A current CV (maximum three pages) with two referees who can comment on your competency in regard to the selection criteria .

For enquiries about the role and to submit an application, please contact Theatre Royal CEO Simon Wellington at simon@theatreroyal.com.au

Applications close at **5pm on Monday 30 October 2023.**
