

Position Description

Program Manager

Basis of employment:	1.0 FTE (Full time)
Initial term:	3-year contract
Probation period:	6 months
Location:	29 Campbell Street, Hobart, Tasmania
Hours of works:	Usual hours are 38 hours a week, however, the role requires a willingness to work flexible hours, including evenings and weekends.

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 Conservatorium of Music. Three levels of foyers and bars, and a new 285-seat Studio Theatre, have brought new life to the organisation, and new opportunities to engage our audiences.

Every year, the Theatre Royal curates an annual season of contemporary performance and events across the main stage and Studio, which aims to present high calibre experiences that our audiences would not otherwise have the 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.

Purpose of the position

The Program Manager is responsible for the successful management and delivery of key projects and programs that are part of the Theatre Royal's annual season and facilitates the hire of our venues by external producers.

The position oversees the following core streams of activity:

- An annual season of performance and events presented by the Theatre Royal
- Venue hire across our venues and facilities by community, non-profit and commercial producers

- Public engagement programs that amplify and extend our audiences' experience
- Talent development programs that support professional development and engagement with the local creative sector

The Program Manager is required to have oversight of all facets of the program, from scheduling, budgeting, identifying funding opportunities, coordinating project delivery with other departments, and post-program evaluations and acquittals. They will work closely with the CEO in curating the season and be proactive in identifying entrepreneurial, audience engagement and commercial opportunities.

Reporting relationships

Internal stakeholders:

- The position reports to the CEO, and collaborates with a part-time Public Program Manager
- Close collaboration with Operations, Customer Relations, Box Office, Marketing and Finance departments.

External stakeholders:

- Tasmanian artists and cultural organisations, partner and peer organisations, producers and venue hirers, funding bodies, and other creative stakeholders.

Key duties and responsibilities

1. Play a key role in the research, development and implementation of the Theatre's cultural and artistic policies, programming principals and strategic direction.
2. Work with the CEO to curate the program of productions, events and sector development activities presented by the Theatre Royal in line with its programming policies, program targets, budgets and strategic directions.
3. Facilitate the hire of venues and facilities by a broad range of external producers and parties, in line with programming and venue policies.
4. Co-ordinate the scheduling of all programming at the Theatre Royal and ensure essential information is communicated with colleagues in other departments to ensure adequate resources are available for delivery on time and budget, with a high degree of professionalism.
5. Manage and co-ordinate the administration of program items, functions and events including preparation of budgets, contracts, completion of venue management information and oversight of touring logistics for all productions including hire, risk share and Theatre Royal entrepreneurial productions.

6. Identify audience and sector development initiatives to grow the Theatre's reach, contribution and influence.
7. Develop and actively maintain constructive relationships with a wide variety of Theatre Royal stakeholders including patrons, creative artists and companies, funding organisations, government agencies, industry bodies, partners and sponsors, and Friends of the Theatre Royal.
8. Host, attend or represent the Theatre Royal at opening nights and events, donor and sponsor functions, industry meetings and networks, and promote Theatre Royal initiatives in state and national forums.
9. Author submissions and advocate for funding for artistic or development programs, and assist with the preparation of other sponsorship and funding applications and acquittals.
10. Having regard to relevant safety legislation and procedures, ensure the Theatre Royal programs are delivered in a healthy and safe manner.
11. Participate as a member of the Theatre Royal's Management Team and nurture a collaborative and supportive team culture.
12. Prepare Board and other business reports and documents as required.
13. Other duties as directed by the CEO.

Selection criteria

1. A comprehensive knowledge of the Australian performing sector and an established network of relationships
 2. Demonstrated experience programming and producing diverse performing arts programs, and developing new audiences
 3. Experience in supporting artists develop their practice and present new work
 4. Proven capacity for creative thinking, with an ability to develop and realise new ideas
 5. Demonstrated experience scheduling and managing a busy venue/s
 6. A high level of competency in developing and managing budgets and contracts
 7. Outstanding interpersonal and communication skills, the capacity to broker new relationships, negotiate with mutual respect and benefit
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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 (LGBTQI+) 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 (addressed to Simon Wellington)
2. A statement addressing the selection criteria (no more than 2 pages)
3. A current CV with two referees who can comment on your competency in regard to the selection criteria (no more than 3 pages)

Please combine into one pdf document and email to workwithus@theatreroyal.com.au by **5pm on Friday 4 February 2022**.

For enquiries about the role, please contact Theatre Royal CEO Simon Wellington at simon@theatreroyal.com.au or 03 6146 3313.
