



Position Description – Theatre Royal, Hobart

Venue & Events Coordinator

Basis of employment:	Full time
Initial term:	18-month contract (View to permanency)
Salary:	\$60-65,000, plus super
Probation period:	3 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. Staff receive time in lieu of overtime.

About the Theatre Royal

Opening in 1837, Hobart's Theatre Royal has been the home of contemporary theatre in Tasmania for more than 185 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 also 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, 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 Venue & Event Coordinator is responsible for the successful facilitation of the hire of venues across the Theatre Royal and Hedberg, assisting in the delivery of events, ensuring a high level of customer service for all clients and stakeholders. The position is primarily involved in the following core streams of activity:

- Venue hire across the Theatre Royal and Hedberg by community, non-profit and commercial producers, conference organisers and corporate clients.
- Venue booking systems reflecting timely and accurate information.
- Program information and requirements communicated between Theatre Royal and University of Tasmania departments, ensuring the smooth delivery of events.
- Theatre Royal event support

Reporting relationships

Internal stakeholders:

- The position reports to the Program Manager.
- Close collaboration with Operations, Marketing, Business Development, Customer Service, Box Office and Finance departments.

External stakeholders:

- Venue hirers, including artists, agents, commercial producers, community and cultural groups, corporate partners, and other stakeholders.
- University of Tasmania departments responsible for program delivery and management of The Hedberg venues, including the Salon and Recital Hall.

Key duties and responsibilities

- Facilitate the hire of venues and facilities within the Theatre Royal and The Hedberg, by a broad range of external producers and parties, in line with programming and venue policies.
- 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.
- Manage and co-ordinate the administration of program items, functions and events including preparation of budgets, contracts, completion of venue management information for all productions, including external hires and Theatre Royal presented productions and events.
- Identify gaps in venue use and opportunities to solicit new activities.

- Prepare reports for management addressing key performance indicators.
- Develop and actively maintain constructive relationships with a wide variety of Theatre Royal stakeholders including the University of Tasmania, patrons, creative artists and companies, funding organisations, government agencies, industry bodies, partners and sponsors, and Friends of the Theatre Royal.
- Attend or represent the Theatre Royal at opening nights and events, donor and sponsor functions, industry meetings and networks.
- Having regard to relevant safety legislation and procedures, ensure the Theatre Royal programs are delivered in a healthy and safe manner.
- Other duties as directed by the CEO.

Selection criteria

1. Demonstrated experience scheduling and managing a busy venue/s.
2. An understanding of the requirements of arts and cultural events and the functions of various organisational departments in contributing to their successful delivery.
2. A high level of competency developing and managing budgets, contracts, schedules and information management systems.
3. Outstanding interpersonal and communication skills, including the ability to liaise confidently and diplomatically with a wide range of stakeholders from a diverse range of backgrounds.
4. Proven ability to coordinate a range of events, think laterally and solve problems as they arise.
5. Analytical skills and a keen attention to detail.
6. A positive, solution-focused, can-do attitude.

Employment conditions

We hope to make this a permanent position. Extension of the role beyond 18 months will be conditional on achieving targets and securing resources to make the position sustainable.

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 remain 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 double-vaccinated.

How to apply

Applications should include:

1. A cover letter outlining how you meet the selection criteria
2. A current CV with two referees who can comment on your competency regarding the selection criteria (no more than 3 pages)

Please combine into one pdf document and email to workwithus@theatroyal.com.au by **5pm on Friday 3 June 2022**.

For enquiries about the role, please contact Theatre Royal Program Manager Steve Mayhew at steve@theatroyal.com.au or 03 6146 3313.
