

Position Description

(effective from June 17th)

Position Title:	VENUE MANAGER
Fraction:	0.2 EFT (1 day/week)
Salary:	\$48,412 pro rata
Term:	6 months with possible extension
Reports to:	Artistic Director/CEO

Background

Dancehouse is the centre for independent dance in Melbourne. Through its programs of residencies, performance, training and research, Dancehouse is a space for developing challenging, invigorating, and socially engaged moving art. Dancehouse is a genuine tool for the dance-maker, a catalyst for developing new audiences and a facilitator of meaningful alliances and mobility schemes, in Australia and internationally.

Established by a working group of independent dance practitioners 1992, Dancehouse is the only presenter in Australia dedicated solely to contemporary dance, and it offers the only national residency developed for independent dance practitioners alone. From its base in Melbourne, its reputation and influence has crossed state boundaries to shape the art form nationally.

More about Dancehouse and Dance Massive – dancehouse.com.au

Organisational Structure

Dancehouse is a not-for-profit incorporated association established in 1992 to support the development and presentation of contemporary dance.

Dancehouse is assisted by the Commonwealth Government through the Australia Council, its arts funding advisory body, and is supported by the Victorian Government through Arts Victoria, Department of Premier and Cabinet and by the City of Yarra through the use of the Dancehouse facility.

Dancehouse is led by an Artistic Director/CEO and governed by a Board of Directors comprising 10 elected members.

The Artistic Director/CEO is supported in delivery of the program and the maintenance and development of the centre by a staff including:

- Communications & Administration Officer (FT),
- Program Producer (.5 EFT),
- Production Manager (.6 EFT)
- Venue Manager (.2 EFT)
- PR/Marketing coordinator (.4EFT)
- Bookkeeper (Contract) and
- Casual Production and Front of House staff (contract)

Purpose of position (summary):

- Maintain building, building equipment and security
 - Oversee OH&S and WHS
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External relationships:

- Landlord (Yarra City Council)
 - Hirers
 - Suppliers
 - Technical Personnel
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Internal relationships:

- Artistic Director
 - Program Producer
 - Production Manger
 - Administration and Communications Manager
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KEY RESPONSABILITIES:

- In liaison with other Dancehouse staff, establish planning procedures and systems to assist in the overall running of the venue and organisation.
- Upkeep and maintain the Venue itself and ensure all fixtures, fittings and equipment belonging to Dancehouse are kept in good repair and safe standards
- Ensure Dancehouse complies with all statutory legislation, including licensing and security regulation
- Oversee the maintenance and purchasing of all equipment and maintain an assets register.
- Ensure a safe environment for users and staff alike at all times
- Develop and maintain a Risk Assessment Framework for Dancehouse in liaison with the Artistic Director/CEO and other staff as required.
- Oversee the Terms of Use Policy and Hire Agreement for all users of Dancehouse.
- Manage and Maintain Venue Security including access and security procedures for after hours venue usage.
- Manage the physical, technical and logistical requirements of Dancehouse's premises in North Carlton including: liaison with appropriate external contacts with regards to building maintenance or repair; coordinating cleaning and garbage collection, acting as Dancehouse's representative with the City of Yarra in relation to Dancehouse's premises; overseeing the compliance with our Planning Permit conditions and all other regulatory requirements with respect to terms of use, health, safety and occupation of the building.

This includes, but may not be limited to:

- Employing and supervising external contractors for building maintenance works
 - Co-ordinating and managing venue usage for public events
 - Managing Building Maintenance/ Purchase Budgets and Schedules
 - Monitoring OH&S Standards and Risk Management plans
 - Undertake regular OH&S and equipment audits and recommendations
 - Prepare Capital Works grant applications when required
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SKILLS AND KNOWLEDGE:

- 3-5 years experience in venue management, preferably in the arts industry and ideally, in dance venues
- Demonstrated organisational, time management and prioritisation skills, and the ability to meet strict deadlines
- Strong understanding of budget development and management.
- Knowledge of the performing arts industry, particularly dance
- Experience in managing teams and dealing with subcontractors.
- Understanding of employer obligations required under the Occupational Health & Safety Act.
- Computer proficiency (office software/word, excel, power point etc, Windows and Mac OS)

QUALIFICATIONS AND EXPERIENCE:

- Tertiary Qualification in Venue Management and/or in Theatre Production
- Experience in the Arts Industry

WORKING HOURS AND STRUCTURE:

- The normal hours of work are 7.6 hours per week
- The demands of the Employee's position will require him/her to sometimes work flexible but not overtime hours