

DANCEHOUSE D/

POSITION DESCRIPTION

Position Title:	VENUE AND PRODUCTION MANAGER (Ongoing role)
Position Starts:	January 2021
Salary Range:	\$61,000–\$65,000 per annum + Superannuation
Term:	Full-time 1.0 EFT (38 hours per week) Working hours to be mutually determined and agreed by both parties
Reports to:	CEO/ Artistic Director & Production Manager

ABOUT DANCEHOUSE

www.dancehouse.com.au

Established in 1992 by local artists, Dancehouse represents a diversity of visions, practices and generations and is committed to the development of dance artists, dance audiences and the artform.

As Australia's only centre dedicated solely to the year-round presentation of dance, Dancehouse plays an integral and irreplaceable role in the growth, sustainability and exposure of a vibrant Australian independent dance sector.

Dancehouse's base is a heritage Victorian building in North Carlton on unceded Wurundjeri Country. Dancehouse has three flexible spaces — a black box, a white box, and a studio — that are open 24/7 and available for use by Dancehouse for programming, and by dance artists, teachers, thinkers, and communities.

Dancehouse is a place to practice, experience and celebrate dance. In 2022, Dancehouse will present approximately 26 in-person shows and 18 events attracting a live ticketed audience of over 6,000. Dancehouse programs (artform and professional development, residencies, online resources, festivals, commissions, talks and publications) employ over 350 artists annually and engage even more. All forms of dance are welcome, and can be experienced, at Dancehouse.

THE ROLE

The Dancehouse Venue and Production Manager leads the efficient and effective planning and delivery of all productions, events and technical aspects produced by or presented at Dancehouse. The role is responsible for the timely maintenance and upkeep of the Dancehouse venue, equipment, and spaces for the safety of all artists, employees, and users of Dancehouse. This leadership role is critical to the expert functioning of Dancehouse and is part of a dynamic small team.

Dancehouse is a busy theatre venue requiring all staff to work flexibly including out of hours, night, and weekend work from time to time.

DAY-TO-DAY, YOU WILL

- Liaise with Dancehouse artists, communities, producers, hirers and staff to prepare and deliver production and technical plans for Dancehouse programs and productions
- Create schedules and rosters for Dancehouse programs, festivals, events, seasons, and productions
- Supervise and coordinate all technical and production requirements for the delivery of excellent and creative Dancehouse programs
- Maintain, install, hire, and acquire technical equipment including Dancehouse's IT and internet systems
- Engage and supervise casual and part-time production and technical staff

- Manage production budgets
 - Oversee a compliant and safe organisation and venue with exemplary worksafe practices and risk assessment
 - Maintain building, infrastructure, and security as well as Dancehouse's equipment and technical assets
 - Lead and service external venue hire enquiries and bookings
 - Maintain excellent relationships with stakeholders including artists, internal Dancehouse staff, the landlord (City of Yarra), suppliers and contractors, temporary technical and production staff.
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ESSENTIAL REQUIREMENTS

- The role requires some physical labour, working at heights and heavy lifting
- It is a current condition of entry to Dancehouse that all eligible people are fully vaccinated against COVID-19 unless they have a medical exemption
- Computer proficiency (Mac OS, Google Docs, Google Drive, Word, Excel)
- Workplace experience in live performance venue management and supervision
- Qualifications in technical, production, AV/ Digital delivery or broadcast, or relevant building, construction, or electrics
- Driver's licence

CERTIFICATION

Ideally, the candidate will have up to date certification which will be maintained annually by Dancehouse for the employee:

- Testing & Tagging
 - First Aid
 - Working from Heights
 - Warden and Evacuation training
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SELECTION CRITERIA

- 1) Minimum 3-5 years' production and/ or technical management experience for live performance or theatre.
- 2) Proven project management skills including scheduling, demonstrated organisational, time management and prioritisation skills, and the ability to manage several events simultaneously, meet strict deadlines and forward plan.
- 3) Demonstrated knowledge of, and practical experience using technical theatre equipment and procedures including, lighting, sound, AV, staging, including installation and de-installation.
- 4) Experience managing, developing, and acquitting production budgets.
- 5) Experience in leading, engaging and managing teams and contract staff.
- 6) Experience in risk assessment as well as an understanding of obligations required under the Occupational Health & Safety Act, and industry standards as they apply to live performance events.
- 7) Proven creative problem-solving with the view to excellent creative outcomes for artists in dance or live performing arts.
- 8) Excellent communication skills with diverse artists, communities, and stakeholders and with an influential, professional, and inclusive attitude.
- 9) Computer proficiency (Mac OS, Google Docs, Google Drive, Word, Excel). Experience with CAD drawing desirable.

ORGANISATIONAL STRUCTURE

Dancehouse is a not-for-profit incorporated association established in 1992 to support the development and presentation of contemporary dance. Dancehouse is supported by the Australian Government through the Australia Council, its arts funding and advisory body, the Victorian Government through Creative Victoria, and the City of Yarra.

Dancehouse is led by an CEO/ Artistic Director and governed by a Board of Directors. In 2022, the Dancehouse team has 7 staff with an equivalent EFT of 5 full-time roles. This small but talented team work collaboratively to design, lead and facilitate Dancehouse programs and the Dancehouse venue. Dancehouse works with non-ongoing part-time staff including Venue Supervisors, Technical staff, FOH Manager and Ushers, Bookkeeper and creatives, artists and curators across programs and projects.

EQUAL OPPORTUNITY STATEMENT

Dancehouse will preference dance artists and the engagement of First Peoples, women, trans and gender diverse people, People of Colour, and/ or Culturally and Linguistically Diverse people in the recruitment and appointment of this role. The role will work closely with local artists and communities, many of whom will be proud members of these cultures, identities, communities and experiences.
