

POSITION DESCRIPTION

Position Title	Coordinator Theatre Operations
Position No.	568
Position Status	Permanent Full-time
Business Unit	Arts and Culture
Division	Community and Culture
Classification	Band 5
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	October 2021
Approved By	General Manager Community and Culture

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

POSITION OBJECTIVE

The Coordinator Theatre Operations is directly responsible for coordinating and delivering a range of services to the organisation which include:

- Delivering of events
- Advising and guiding presenters in best practice delivery of show requirements
- Developing a high performing team of event staff
- identifying and planning maintenance, stock control and ensuring the quality of the facilities meet presenter and visitor expectations.

ORGANISATIONAL RELATIONSHIPS

Reports to	Performing Arts Director
Supervises	Theatre Technician
Internal Liaisons	All Council staff

External Liaisons Presenter Clients, Community, Arts and Entertainment

DELEGATIONS/AUTHORISATION

This position has delegations / authorisation to exercise power as conferred by sections 11 and 47 of the *Local Government Act 2020* and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- The Coordinator Theatre Operations is directly responsible for the coordination and service management of events.
- Responsible for timely and accurate reports.
- Authorised to requisition and approve goods and materials in accordance with approved budget and Council's policies.
- Implementing sound Occupational Health and Safety (OH&S) and risk management practices.

Judgement and Decision Making

- An ability to understand issues, deliberate outcomes and facilitate calm and unbiased issue resolution to acceptable levels.
- An ability to work independently and with limited guidance.

Specialist Knowledge and Skills

- Good contacts, knowledge, networks and empathy with our business.
- Demonstrated experience in a technical position in a performing arts centre or theatre environment.
- Knowledge of OH&S essential.

Management Skills

- Ability to work with minimum supervision and in team situations.
- Ability to plan workloads and determine priorities.
- Well-developed organisational and time management skills.
- Ability to implement personnel practices including equal opportunity, OH&S.

Interpersonal Skills

- Motivated and capable of motivating others.
- Articulate, clear and direct communicator, and prepared to listen.
- Consultative, open to encouraging dialogue, and learning opportunities.
- A good team player and good at team building.

- A strong sense of direction, at ease with corporate priorities, and “big picture” imperatives

Qualifications and Experience

- Tertiary qualifications, preferably a degree, and or recognised specialist knowledge in the Functions and Entertainment Industry, or a minimum of five years’ industry experience.
- Current drivers licence.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Working with Children’s Check.
- Current drivers licence.
- Health Monitoring as required (including legislated hearing tests, immunisations, and / or medical examinations as documented in OH&S Management System Section 14 – Work Health Monitoring).

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Undertake regular meetings with all direct reports and provide constructive feedback, coaching and direction to ensure position requirements and Corporate Performance Indicators (CPIs) are being met effectively and efficiently.
- Undertake formal performance appraisals twice per annum with all direct reports to identify and acknowledge both achievements and opportunities for improvement against CPIs and position requirements.
- Ensure all team members (and self) are aware of and adhere to, Council policies and OH&S requirements incl. task analyses (if applicable).
- Ensure team members maintain the technical capability to perform their role and encourage skill development and learning where required.
- Communicate relevant matters via individual and/or team meetings.
- Undertake effective recruitment and training of staff.

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Monitor and adjust plans and resources as required to ensure all CPIs, service levels and other targets are continually met.
- Coordinate the implementation of improved efficiencies and/or effective team work practices as per Wellington Excellence to ensure continuous improvement.
- Review Team Systems View at least once per annum to ensure currency is maintained and that all team members have a shared understanding of team purpose and direction.
- Coordinate the annual review of all team processes and identify and implement opportunities for improvement.
- Work collaboratively with all teams and other stakeholders to ensure that effective internal and external customer service is delivered, community engagement processes are followed and that all CPIs and targets are met.
- Provide input into key business unit risks and mitigating actions and ensure that the risk management plan is up to date.
- Ensure that all team members, and self, maintain complete and accurate records of all work related activities including documentation and administration as per the Council's records management policy and adherence to the written style guide.
- Provide input into the identification and mitigation of key business unit strategic and operational risks, including Business Continuity Planning. Ensure all treatments and related actions are completed within designated timeframes, and in accordance with Council's Risk Management Framework document.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Ensure that team and individual staff activities contribute towards the achievement of business unit and organisational goals, demonstrating alignment through daily and/or regular planning and reporting activities.
- Plan and provide input into team budgets on a monthly and annual basis.
- Report monthly on the progress and percentage completion of CPIs, team projects and other monthly highlights in the corporate planning and reporting system.
- Accurately report service area data and other information annually to support LGPRF and Annual Reporting (as applicable).
- Resolve any audit findings within agreed time frames.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Maintain a roster for all event staff to provide services to events and activities held at The Wedge and associated venues, ensuring all events are appropriately staffed in accordance with CPIs.
- Coordinate the operation of The Wedge technical services, equipment and facilities to deliver a modern and state of the art service in accordance with CPIs.
- Process timesheets for payment for all technical staff, meeting the requirements of payroll department procedures.
- Provide Support to touring companies in regard to matters including: technical, production, safety and security requirements, ensuring the touring company is equipped with all the information required to perform at the centre in accordance with CPIs.
- Coordinate the maintenance of The Wedge's technical services, equipment and facilities to deliver a modern, safe and reliable state of the art service in accordance with CPIs.
- Prepare quotes, cost sheets and reconciliations for events in accordance with CPIs to meet the client's needs.