

POSITION DESCRIPTION

Position Title	Coordinator - Performing Arts Operations
Position No.	568
Position Status	Permanent Full-Time
Business Unit	Arts and Culture
Division	Community and Culture
Classification	Band 6
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	August 2022
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.
Sustainability	Going above and beyond to demonstrate commitment to leading sustainable practices and encouraging and supporting others to do the same

POSITION OBJECTIVE

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

- Delivery of events at The Wedge Performing Arts Centre Performing Arts Centre and other event spaces across Wellington Shire.
- Facilitating the outreach of performing arts projects throughout Wellington Shire.
- Advising and guiding presenters in best practice delivery of show requirements.
- Developing a high performing team of event staff.
- Identifying and planning building and equipment maintenance, stock control and ensuring the quality of the facilities meet presenter and visitor expectations.

ORGANISATIONAL RELATIONSHIPS

Reports to	Creative Director Performing Arts
Supervises	Coordinator Theatre Production
Internal Liaisons	All Council staff
External Liaisons	Presenter Clients, Hirers, Community, Arts and Entertainment, Contractors, Suppliers

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 - Performing Arts Operations is directly responsible for the coordination, delivery and service management of events.
- Responsible for timely and accurate reports.
- Provide specialist technical advice to clients to achieve the most cost-effective high standard of event outcomes.
- Authorised to requisition and approve goods and materials in accordance with approved budget and Council's policies.
- Freedom to act set by clear objectives and budget constraints with regular reporting to the Creative Director Performing Arts as required.
- Implementing sound Occupational Health and Safety (OH&S) and risk management practices.
- Provide input in the development of relevant policies within area of expertise.

Judgement and Decision Making

- An ability to:
 - understand issues, solve problems and deliberate outcomes in calm and unbiased manner using procedures, guidelines and professional knowledge gained through experience.
 - determine the nature of 'on-site' technical customer requests/complaints and provide appropriate response and action as required.
- An ability to work independently and with limited guidance and with a capacity to prioritise own workload.
- Ability to assist the Coordinator Theatre Production and other crews in carrying out the responsibilities of their position.
- Guidance and advice is usually available from the Creative Director Performing Arts

Specialist Knowledge and Skills

- High level understanding and knowledge of the performing arts industry through previous gained experience and an established industry network.
- Demonstrated experience in a technical position in a performing arts centre or theatre production environment.
- Understanding of the long-term goals of the Community & Culture Business Unit and wider organisation, along with relevant policies, regulations and budgeting techniques.
- Knowledge of OH&S and Risk Management practices is essential.

Management Skills

- Ability to work with minimum supervision.
- Must be self-motivated and capable of setting priorities, managing time, planning and organising own work to meet variable workload demands.
- Ability to coordinate, provide guidance and assistance to staff to achieve specific and set objectives in relation to event outcomes.
- Well-developed organisational skills.
- Ability to work flexibly within tight time schedules.
- Understanding of and ability to implement personnel practices, including Equal Employment Opportunity and Occupational Health and Safety (OH&S).

Interpersonal Skills

- Ability to motivate others.
- Demonstrated leadership skills.
- Well-developed interpersonal skills, an active listener and articulate communicator on all levels.
- Consultative, open to encouraging dialogue, and continuous learning opportunities.
- Ability to liaise with relevant industry colleagues and clients to achieve best practice performing arts outcomes.
- Ability to build and maintain effective working relationships with a variety of internal and external stakeholders with the aim of meeting customer needs, expectations, and relevant organisational goals.
- Ability to supervise, delegate and assist others to achieve desired outcomes.
Ability to work effectively as a valued team member.
- Excellent communication skills with the ability to liaise with clients on their technical requirements and explain services and standards.
- Ability to liaise with their counterparts in other organisations to discuss specialist matters to resolve intra-organisational problems

Qualifications and Experience

- Tertiary qualifications in Events, Performing Arts and Entertainment Industry or related area (desirable) and/or a minimum of five years' relevant industry knowledge and 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

- Supervise the maintenance of rosters for all event staff to provide services to events and activities held at The Wedge Performing Arts Centre and associated venues, ensuring all events are appropriately staffed in accordance with CPIs.
- Coordinate the operation of technical services, equipment and facilities to deliver a modern and state of the art service both within The Wedge Performing Arts Centre and at other event facilities throughout the shire in accordance with CPIs.
- Process timesheets for payment for 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 Performing Arts Centre'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.
- Represent The Wedge Performing Arts Centre as the Health and Safety Representative for the facility, attend all relevant OH&S Committee meetings and ensure the implantation of and compliance with all OH&S procedures and policies.