

Thank you for your interest in the position of **Venue and Events Coordinator (Roslyn Packer Theatre)**.

This is a unique opportunity to join a leading arts organisation in a hands-on position. We are looking for a proactive team player with a can-do attitude to support the Venue Manager at the Roslyn Packer Theatre. The successful candidate will be responsible for the sales and delivery of external and internal events at the Roslyn Packer Theatre. Great opportunity to work with high profile clients and artists and develop high level venue management skills.

1. Hours of work

This position is for an initial 1-year fixed term. The usual hours of work are 35 hours a week. However, the job requires a willingness to work flexible hours, including evenings and weekends.

The position is based at The Roslyn Packer Theatre, 22 Hickson Road, Walsh Bay, NSW.

2. Salary and entitlements

- Salary is dependent on experience
- 4 weeks annual leave
- Complimentary tickets to all STC productions (for duration of contract)

3. Application

In order to submit your application for this position, please forward:

Your resume and a response to the following selection criteria, which briefly demonstrates how your experience is applicable to the role:

Please note, applications which do not include a response to the selection criteria will not be accepted.

- An appreciation and experience of the art form of theatre, especially in an Australian context.
- Experience organising and coordinating successful events
- Strong understanding of Venue management and project management
- Highly developed interpersonal and negotiation skills
- Exceptional administration skills including written skills, attention to detail and organisation.
- Competent in using computer programs such as Microsoft package, computer systems event management software.
- Positive interpersonal skills and the ability to successfully interact equally well with professional associates, staff, hirers and sponsors.
- A willingness to self-direct and prioritise workload in accordance with business needs
- A dynamic approach to improving processes and systems.
- AutoCAD experience preferable

Applications close **9am Monday 27th May 2019**.

Please forward your application to recruitment@sydneytheatre.com.au

The Sydney Theatre Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTI+) people.

* Must be Australian resident or hold a current, appropriate working visa.

Job Description

Position title: Venue and Events Coordinator (Roslyn Packer Theatre)

Reports to: Venue Manager (Roslyn Packer Theatre)

Job overview

- The Venue and Events Coordinator plays an important role in the ensuring the smooth operations of the management of the Roslyn Packer Theatre (RPT)
- The Venue and Events Coordinator provides administrative and other support to the broader operation of the RPT, while also assisting and coordinator events at Sydney Theatre.
- To assist the Venue Manager and Head of Technical Operations in all areas of administration and management of external hiring operations

Key Responsibilities:

The role is responsible for the above outcomes through activities which includes:

Venue Hiring, Operations and Administration

- Be the first point of contact for all initial phone and contact form enquires.
- Arrange venue bookings and communication of the Ruth Cracknell Room and Richard Wherrett Studio activities to all stakeholders, principally through the venue booking software (Artifax). This includes the input of all performance information, the generation and distribution of event briefs for RPT presentations
- Work with the Head of Technical Operations, House Services Manager and Venue Manager to ensure that technical and front of house staff are rostered correctly for performance seasons, events and one-off activities, and receive comprehensive instruction on requirements
- Respond to hire enquires for the Richard Wherrett Studio and Ruth Cracknell Room, and manage hires when those enquires confirm a booking. Maintain and manage paperwork relating to the clients' hire, including contracts, quotes, invoices and settlement
- Effectively communicate with key stakeholders (internal and external) the activities of the theatre including (but not limited to) local restaurants, car parks and other providers to ensure that they are informed about the general activities of the venue.
- Assist the Venue Manager and Corporate Partnerships Department with the hiring of the venue to sponsors and, when required to work on the event, deliver these events to the highest standard.
- To manage administration office supplies and office systems
- Ensure Front of House and Back of House areas are clean and tidy, furniture and signage solutions in the right location and reflective of the venue's high standard
- Coordinate the venue archiving requirements
- Ensure all venue hires are documented, communicated and articulated without error.

KPI: All venue hires are documented, communicated and articulated without error

KPI: Positive feedback is received on all hirer evaluations

KPI: Enquiry conversion rate is to be between 5-10%

Presenter/Client Services

- Ensure all visiting artist areas at the RPT are set up to the arrival of a presenting company, liaising with the Building Service Manager for maintenance of the same
- Manage the restocking of artist consumables in Green Room, Dressing Rooms and Wardrobe
- Ensure performance hirer sponsorship signage requirements are met in accordance with the venue signage guidelines
- Conduct site visits and tours of the Ruth Cracknell Room, Richard Wherrett Studio and Walsh Bay Kitchen when required
- Coordinate other events for performance hires when required during seasons. Under the direction of the Venue Manager, coordinate media calls, photo shoots and meet & greets.

Venue Marketing

- Update venue signage for each new production/event including Box Office and Front of House signage, brochure stand material (in communication with suppliers), and outdoor signage including arranging council permits when required and rostering of technical staff for installation and removal of light-boxes, flags and banners outside the venue.
- Manage, maintain and update the Front of House screens, including management of content and maintenance
- Work with the STC Marketing Department to ensure marketing collateral including all signage is maintained.
- Work with STC Ticketing Manager and STC Marketing Department to ensure that online services are delivered, maintained and updated in communication with the presenters.
- Liaise with Clients to gather online content for shows and events and provide the STC Marketing Department with the content and website requirements.

Website Management

- Working in conjunction with STC Marketing, update, maintain and manage the content of the Roslyn Packer Theatre website
- Work with the Box Office and STC Marketing Department to ensure that new shows and events are built online and made live for 'on sale' days.
- Provide input into the ongoing development and maintenance of the site with STC Marketing and the IT Department
- Monitor and provide the STC marketing Department with regular updates concerning the 'static' content of the site, including venue information, technical specifications, plans/drawings etc.

Major Development and STC Events

- Liaise with the Venue Manager and effectively manage major events at the RPT in consultation with the Technical, Production, House Services, Marketing, Publicity and Administration Departments in order to deliver a seamless event.
- Ensure operations run smoothly and without errors.

Workplace Health & Safety

For the purposes of the Workplace Health and Safety Act and Regulations she/he must insure they:

- take reasonable care of the health and safety of themselves and others
- works in a safe manner and follows procedures introduced for his protection
- participates in any training or education necessary to enable her to work safely including familiarisation with the STC's WH&S Policy
- reports any unsafe work practices or conditions to her supervisors
- cooperates with Sydney Theatre Company in their efforts to comply with Workplace health and safety requirements.

Environmental Sustainability

To support the Company's vision of becoming the world's most sustainable theatre company, she/he must ensure that they:

- take reasonable steps towards minimising the environmental impact of their role and that of the Company;
- works in an environmentally responsible manner and follows procedures introduced to this end;
- participates in any training or education necessary to enable them to work sustainably including familiarisation with the Company's various green policies;
- brings to the attention of the internal Green Team any situations or practices that could be improved in relation to environmental performance; and
- co-operates with Sydney Theatre Company in their efforts to lead in the area of environmental sustainability.

Other information

Key relationships	Capabilities and competencies
<ul style="list-style-type: none"> • Venue Manager • RPT Administration • RPT Technical Department • RPT House Services • Corporate Partnerships Department • Philanthropy Department • STC technical team • STC production team • Finance • Hirers • Local partners and business such as Gleebooks, local restaurants 	<ul style="list-style-type: none"> • An appreciation and experience of the art form of theatre, especially in an Australian context. • Experience organising and coordinating successful events • Strong understanding of Venue management and project management • Highly developed interpersonal and negotiation skills • Exceptional administration skills including written skills, attention to detail and organisation. • Competent in using computer programs such as Microsoft package, computer systems event management software. • Positive interpersonal skills and the ability to successfully interact equally well with professional associates, staff, hirers and sponsors. • A willingness to self-direct and prioritise workload in accordance with business needs • A dynamic approach to improving processes and systems. • AutoCAD experience preferable

This job description describes the main tasks of role but is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.