



THEATRE MANAGER

(Permanent, Fulltime)

Role highlights

- Lead the management of a state-of-the-art performing arts facility, overseeing a wide range of dynamic events and performances.
- Utilize your technical expertise in audio, lighting and AV systems to support both educational and external productions.
- Join an outstanding learning community, recently named “5-Star Employer of Choice” (one of only 20 awarded nationally).

The role

The Theatre Manager plays a vital role in managing the Centre for Performing Arts (CPA), a cutting-edge facility dedicated to drama, dance and music education. Reporting to the Director of Business and Administration, the Theatre Manager is responsible for overseeing the daily operations of the CPA, ensuring the smooth running of internal and external events. This includes managing theatre staff, coordinating technical and booking management, and providing technical support across the College’s theatres.

With a focus on both the technical and operational aspects, the Theatre Manager supports various stakeholders while ensuring the CPA’s high standards are upheld in every event. This role is essential in fostering the College’s commitment to performing arts education.

Key responsibilities

- Manage the daily operations of the CPA, including staff supervision and event coordination.
- Provide technical support for audio, lighting and AV infrastructure across College venues.
- Ensure compliance with safety protocols for all CPA events and activities.
- Oversee external hires and manage client relationships.
- Coordinate the maintenance and repairs of theatre equipment and facilities.
- Provide technical workshops and support for students and staff.
- Prepare and manage the annual budget for the CPA.

About you

You are an experienced and resourceful theatre professional with a strong background in managing technical aspects of performing arts venues. You have extensive knowledge of audio, lighting and AV systems, and can seamlessly oversee all operational needs of a

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theatre. Your leadership skills allow you to effectively manage staff and external stakeholders while ensuring the smooth execution of events.

With a keen eye for detail and a passion for delivering exceptional service, you thrive in a dynamic environment and are committed to maintaining high standards in everything you do. Your technical expertise and problem-solving abilities enable you to handle multiple tasks with ease.

Additionally, you can demonstrate your:

- Excellent interpersonal and communication skills, with a focus on customer service.
- Strong technical expertise in theatre AV, PA systems and lighting design.
- Proven experience in managing theatre operations, including staff supervision.
- Ability to work under pressure and manage competing demands.
- Experience in set and prop design, as well as stage management.
- Commitment to maintaining safety standards and complying with policies.
- Ability to collaborate effectively with students, staff, and external clients.
- Relevant qualifications in a related discipline will be highly regarded.
- National Police Clearance Certificate; and
- Ability to uphold and support the College's Anglican ethos, and maintain a current Working with Children Clearance during employment with the College.

About All Saints' College

All Saints' College is one of Australia's leading coeducational independent schools, catering to children from 12 months of age to teenagers in Year 12. With a focus on developing students as individuals to become confident global citizens, the College's innovative and future-focused approach to education allows students and staff to explore diverse pathways and opportunities.

Situated on Gabbiljee (Bull Creek), the College's vast and landscaped 19-hectare property features state-of-the-art facilities, integrated natural environments, contemporary learning spaces and unique community spaces for connecting and sharing including the College café, Wanju. ASC staff members form a core part of the diverse and welcoming College community and, along with our students, parents and community members, contribute to that "All Saints' feeling"—where diversity is celebrated, individuals bring their best selves and learning through failing (or 'flearning') is encouraged.

Our mission

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

Our vision

Making a positive difference in our world

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Our values

- Empathy:** seeking to understand the perspective and experience of others
Respect: for self and others, for community and environment
Integrity: acting with moral strength and grace, guided by humility and compassion
Courage: to be our best selves

The benefits

The College offers a broad range of benefits to attract and retain outstanding staff, including but not limited to:

- Onsite childcare centre
- Salary packaging
- Staff discounts on school and childcare fees at the College
- On site café and canteen
- Generous long service leave provisions
- Restless Curiosity and Professional Development opportunities
- Active Staff Association
- Staff yoga and free EAP program

How to apply

You are invited to submit a one-page cover letter, addressed to The Principal, and an up-to-date CV, via the Apply button.

Applications for this position will close no later than **9.00am on Monday 4 November 2024**, however, applications will be shortlisted as they are received, and the ad will be closed once a suitable applicant has been identified. Therefore, we encourage you to apply early.

Further Information

A copy of the Duty Statement can be accessed from the Employment page of the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

For role-specific questions, please contact Kate Pascoe, Human Resources Advisor, on (08) 9288 2402 for a confidential discussion.