



**ALL SAINTS'
COLLEGE**

Duty Statement

THEATRE MANAGER

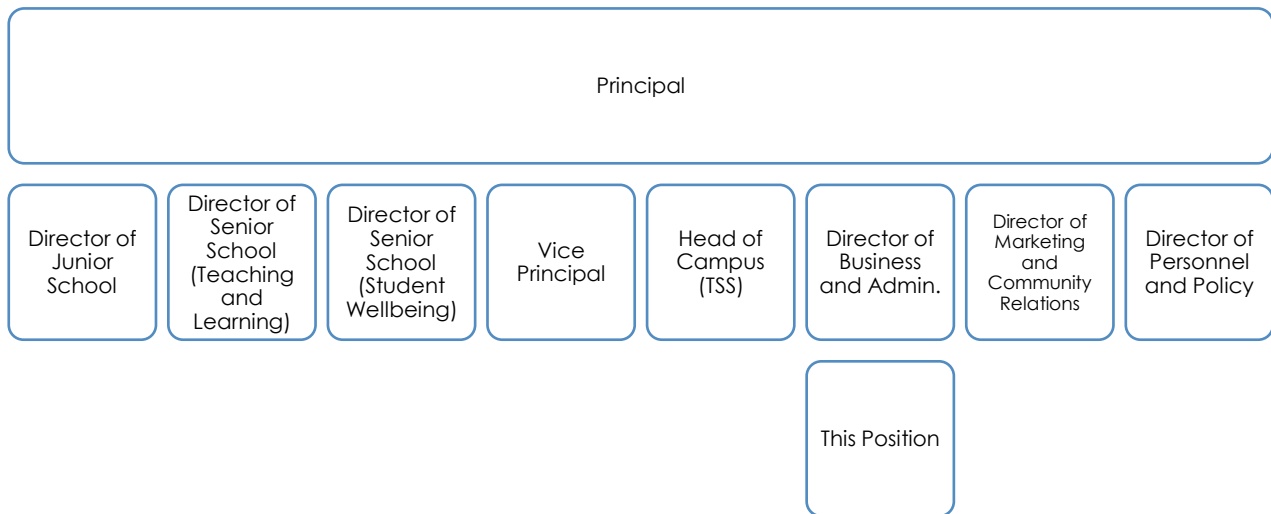
All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

POSITION PURPOSE

The Centre for Performing Arts (CPA) is a state-of-the-art facility that signifies the College's commitment towards education in drama, dance and music. This architecturally designed theatre was built under the guidance of a theatre-consultant to ensure contemporary practices were utilised in the design of the acoustic and optical qualities of the complex.

Reporting to the Director of Business and Administration, the Theatre Manager has responsibility for the safety, technical and production support, financial performance, business development and event management of the CPA and other Theatres. This role also has responsibility for providing full oversight of the day-to-day operations of the CPA for all internal and external events, including the management of theatre staff.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Theatre Manager will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following:

Technical Support

- a) Employ technical skill and knowledge to support all internal and external events and activities within the CPA and other theatres.
- b) Provide expertise and guidance for the setup of technical equipment including audio, lighting and AV infrastructure as required by all users of the facility.
- c) Provide technical expertise and assistance as required for students and staff in the technical and front of house operations including:
 - i. Lighting design and operation
 - ii. Audio and visual production and operation
 - iii. Scenery and props construction and handling
 - iv. Theatre ushering and audience safety procedures
 - v. Production and stage management
- d) Provide technical management leadership, expertise and support for other designated College events held on-campus or at off-campus venues.
- e) Manage the maintenance of all technical equipment.
- f) Provide lead support to teaching staff, in liaison with the Head of The Arts and Director of Music, by providing technical workshops for students.
- g) Provide strong support for the supervision of the All Saints' College Technical Theatre Club (ASCTTC).

People Support

- a) Manage and lead all CPA and event staff, helping grow their capacity, as appropriate.
- b) Develop positive relationships through managing and supporting all external clients.
- c) Support and train teaching staff, AV and IT staff, students and/or external technicians when working with theatre equipment.
- d) Ensure all users of the CPA comply with safety regulations and College policy.

Facility and Event Management

- a) Manage the operation and hire of the CPA and other theatres for the College, community and external parties for each event including:
 - i. providing oversight of the timely and accurate preparation and coordination of all booking documentation, including hire agreements, quotations, invoicing, staffing compliance with all relevant policies and procedures;
 - ii. provide oversight for the engagement, hire, induction and supervision of additional staff who are appointed for specific events.
- (b) Liaise with the Head of The Arts, Director of Music and other stakeholders to ensure events are planned and coordinated appropriately and professionally.
- (c) Act as the Technical Manager for external hires, as and when required.

- (d) Review and maintain standard operating and safety procedures and documentation.
- (e) Prepare and manage the annual budget and actual spend for the CPA facility.
- (f) Actively pursue business development opportunities associated with the CPA as well as the Upper and Lower Theatre venues.
- (g) Ensure appropriate support is provided for all small internal and external events.
- (h) Liaise with the Head of Arts to oversee the construction of the annual Production sets.

Facility and Equipment Maintenance

In conjunction with the Facilities Manager:

- a) Ensure the CPA is appropriately maintained, which includes routine maintenance, cleaning and repairs (inclusive of safety equipment).
- b) Ensure building systems are operated / maintained in accordance with College procedures and manufacturer's instructions.
- c) Coordinate maintenance programs for all technical production equipment in the CPA, including preventative maintenance and improvement measures for technical theatre equipment and facilities.
- d) Ensure the security of the CPA with the implementation and application of appropriate lock up procedures.
- e) Prepare and manage the longer-term asset replacement schedule, to ensure a pro-active approach to critical asset replacement.

Customer Service

- a) Display the College's values of empathy respect, integrity and courage whilst providing optimal customer service to internal and external stakeholders / customers.
- b) Support and promote the principles of equal opportunity to ensure due respect is provided to all.
- c) Demonstrate a professional and positive customer service to all internal and external customers at all times.
- d) Ensure patrons of the venue behave appropriately and comply with CPA policies and procedures.

Workplace Health and Safety

- a) Act as a member of the College's Occupational Safety and Health Committee.
- b) Be responsible for the Centre for Performing Arts safety and protocols. Ensure that the Centre for Performing Arts operates in a tidy, organised, safe and efficient manner and that all equipment is maintained to required safety standards.
- c) Ensure that staff, students, contractors and visitors comply at all times with venue safety requirements.

Staff Expectations

- (a) At all times, serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the college.

- (c) Where possible, promote and assist in the cocurricular program of the College, interacting with staff in activities outside the set daily timetable.
- (d) Maintain professional confidentiality concerning information about staff and/or students.
- (e) Strive to implement productivity, quality and service improvements on a continual basis.
- (f) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (g) Comply with Occupational Safety and Health requirements in the workplace.
- (h) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (i) Operate as a 'team player' and fully support the Principal, Leadership Team and activities of the College.
- (j) On occasions, you may be directed to undertake other duties as required.

Selection criteria

Essential

- Outstanding interpersonal and communication skills and the ability to deal efficiently, professionally and courteously with College staff, students, parents, external hirers and the general public;
- Proven experience in providing a positive customer service at all times;
- Ability to use initiative, be solutions-focused, manage competing demands and work under pressure;
- Extensive experience of programming and lighting design for theatre, dance and music;
- Deep experience in designing and supporting AV and PA equipment and solutions. Experience and ability to work at heights and at heights rescue retrieval (high risk card);
- Possess the required physical capabilities to perform the inherent physical requirements of the role;
- Relevant qualifications in a related discipline;
- National Police Clearance Certificate;
- Ability to uphold and support the College's Anglican ethos, and maintain a current Working with Children Clearance during employment with the College.

Desirable

- Formal qualifications in Stage Management, Production Design or in a similar field;
- Experience with multi format DVI, HDMI, SDI, HDCP encoding issues, component video specifications and Ethernet systems;
- Knowledge of Smart monitor software and virtual server control set-up;
- The ability to create, interpret and implement lighting design;
- Stage management;
- Set construction and scenic painting experience in an educational theatre context;

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

October 2024