



107 Projects  
107 Redfern Street  
Redfern NSW 2016  
107.org.au

## **Position Description**

**Organisation:** 107 Projects Incorporated

Incorporated Association / Not-for-Profit / Charity

**Role Title:** Evening Front-of-House (FOH) Community Manager

*Are you a great communicator and connector? Want to put those skills to use and engage the many communities we serve... and help them thrive? Then this is a great role for you! It's all about getting cool things off the ground and sharing the love!*

## **About 107 Projects**

107 Projects is a creative community organisation advancing culture in Sydney. 107 promotes, plans, presents, and produces arts and cultural initiatives. We connect the arts, education and business to make social change and encourage people to live creatively.

## **About the Role**

A new and exciting position, the FOH Community Manager will be the go-to person for our community. By liaising with artists, they will be across current exhibitions, upcoming events and ways to get involved. The successful candidate will support our community to live more creativity by linking them with cool upcoming events, providing information on how to put on an event, or how to apply to be a resident artist or organisation. They will be up to date and informative on how and why 107 exists, to ensure an excellent experience within our venues.

## **About you**

- Enthusiasm for the weird and wonderful
- Excited to understand others and support them to be more creative
- Ability to engage with all stakeholders, including community, artists, partners and sponsors
- Strong networks in the creative industries
- Active with own creative practice or interest in arts and culture
- Hold a Responsible Service of Alcohol certificate
- Experience working within a creative workplace or not-for-profit
- Experience using audiovisual equipment, and basic venue maintenance

## **Primary objectives**

- FOH duties at Redfern Street;
  - welcoming patrons to the venue
  - representing current exhibitions and upcoming events
  - responding to (and directing) exciting ideas and enquiries
  - connecting artists, musicians and performers to enhance networks and events
  - caring for public spaces and utilities
- Focus on building cultural and community engagement

- Support the Bookings Team by engaging with community to secure new bookings
- Conduct site visits and venue inductions
- Support, manage and train casual event staff in performing Venue Host duties
- Manage day to day requests from resident artists, office tenants, partner organisations

**Secondary objectives**

- Oversee event install/bump in and basic tech set up
- Assist in Venue Maintenance e.g. equipment and furniture quality and safety
- Assist in Venue Host responsibilities, including bar service and sales
- Assist in rostering and bar ordering

**Structure of role:** primarily rostered between Wednesday - Saturday, 2 pm - 9 pm, with additional Flexi hours of approx. 4 hours a week to attend team meetings and undertake admin.

**Reports to:** Venue Operations Manager (operational) and Managing Director (organisational culture)

**Direct Reports:** casual Venue Hosts (event staff)

**Employment Type:**

Amusement, Events and Recreation Award

Part-time, up to 32 hours per week, rostered fortnightly in advance

\$51,376 pro rated + superannuation, or higher for perfect candidate

**Employment start date:** March/April