



POSITION DESCRIPTION

- 1. POSITION TITLE:**
Operations Manager

Duration of Employment: Ongoing

- 2. POSITION OBJECTIVES:**

To ensure that the technical and operational requirements of Gasworks Arts Park, its projects and its hirers are met.

- 3. POSITION SCHEDULE:**

Office based 4 days per week plus up to 30 hours per month operating technical equipment at events.

- 4. KEY RESPONSIBILITY AND DUTIES:**

- 4.1** To oversee and implement the effective operational management and scheduling of all facilities available for hire at Gasworks, including theatre, studio theatre, foyer, galleries, garden studio, art & craft room, park, artist studios and foyer.

4.2 Equipment

- 4.2.1** To oversee IT systems and hardware in conjunction with an external IT contractor and be responsible for administrator passwords and system access
- 4.2.2.** To maintain adequate supplies of theatre related consumables.
- 4.2.3** To ensure that all technical equipment is maintained and in good working order
- 4.2.4** To ensure that building maintenance is carried out in a timely manner across the site within budget, including plumbing, electrical, locksmithing, painting, glazing, waste removal and all IT and communications systems such as internet, radios and telephones.

4.3 Communication

- 4.3.1** To liaise with Gasworks producers, project staff and other relevant staff about venue bookings and scheduling, and technical setup and requirements to ensure optimum technical delivery for all events and projects held at Gasworks Arts Park.
- 4.3.2** To liaise with Front of House and Box Office staff regarding any event information.

- 4.3.3 To organise and coordinate production meetings with relevant hirers, Gasworks staff and all presenters at Gasworks across all venues.
- 4.3.4 To develop and maintain excellent relationships with relevant Council officers, contractors and other stakeholders.
- 4.3.5 To provide technical information and assistance to hirers and other approved users of the facilities and equipment within the venues.

4.4 Management

- 4.4.1 To track and oversee timely completion of milestones for all projects in the Gasworks Project Plan, using Excel or project management software.
- 4.4.2 To manage building and maintenance contractors and to liaise directly with building and parks maintenance staff at the City of Port Phillip.
- 4.4.3 To engage and manage non council contractors, suppliers and casual staff for the purposes of technical support for internal and external venue hirers and for capital improvements to the venues and IT services.
- 4.4.4 To ensure that all hirers comply with workplace policies and procedures including OHS & fire regulations
- 4.4.5 To meet income and expense budgets associated with technical delivery.

5. ORGANISATIONAL RELATIONSHIPS:

- 5.1 Reports directly to Director & CEO

5.2 Manages

- 5.2.1 Technical Manager (3.5 days a week plus evening shifts)
- 5.2.2 Events & Hospitality Manager (30 hours a week plus evening shifts as required by the event schedule)
- 5.2.3 Venue Coordinator (4 days a week)
- 5.2.4 The unit has a team of casual technical staff and casual front of house staff that this position rosters if the immediate line managers are on leave.

5.3 Internal liaisons

- 5.3.1 Gasworks Arts Park staff
- 5.3.2 Gasworks tenants, studio artists, and Gasworks Café staff
- 5.3.3 Casual staff
- 5.3.4 Volunteers

5.4 External liaisons

- 5.4.1 City of Port Phillip officers and key personnel
- 5.4.2 Visitors and the general public
- 5.4.3 Hirers and participating artists
- 5.4.4 Community groups
- 5.4.5 Contractors and Suppliers

6. ACCOUNTABILITY AND EXTENT OF RESPONSIBILITY, JUDGMENT AND DECISION MAKING:

- 6.1 Responsible for ensuring the effective delivery of technical and operational services at Gasworks Park.
- 6.2 Responsible for building and infrastructure management including maintenance, upgrades, renovations and capital works.
- 6.3 Required to take a leading role in Capital Works projects.
- 6.4 Required to lead various projects as outlined in Gasworks Project Plans.
- 6.5 Responsible for managing the departmental budget.
- 6.6 Ensure the accuracy, confidentiality and relevance of information.
- 6.7 Responsible for tracking progress on Gasworks Arts Park projects across the organisation.
- 6.8 Responsible for applying for and securing event permits for all outdoor events.
- 6.9 Responsible for the delivery of the monthly Farmers Market, with assistance from the Farmers Market Manager

7. SPECIALIST SKILLS AND KNOWLEDGE:

- 7.1 Understanding of broad arts industry issues.
- 7.2 High-level understanding of technical delivery and venue operations.
- 7.3 Hands on technical skills in the areas of lighting, sound and AV
- 7.4 Experience with Venue Capital Works Projects or building renovation.

8. MANAGEMENT SKILLS:

- 8.1 Time management skills.
- 8.2 Project management skills.
- 8.3 The ability to prioritise work, set and meet deadlines.
- 8.4 Ability and experience in managing staff and volunteers.
- 8.5 Budget management and reporting skills.

9. INTERPERSONAL SKILLS:

- 9.1 Demonstrated ability to communicate with a wide cross section of the general public and the arts community.
- 9.2 Demonstrated ability to work as part of a team.
- 9.3 Well developed communication and customer service skills.
- 9.4 Demonstrated ability to identify and respond to the diverse needs of artists, presenters and other stakeholders.
- 9.5 Capacity to work calmly under pressure and deliver to fixed deadlines

10. KEY SELECTION CRITERIA:

- 10.1 Demonstrated experience in project management, budgeting and production scheduling in a theatrical environment.
- 10.2 Technical experience in an arts environment, which has provided an understanding and knowledge of the diverse needs of different art forms.
- 10.3 Demonstrated experience in the implementation of OH&S policies in a multi arts environment.
- 10.4 Demonstrated staff management skills.
- 10.5 Demonstrated knowledge of a wide range of technical equipment and its operation.
- 10.6 Aptitude for managing IT contracts.
- 10.7 That the qualifications and experience listed below can be demonstrated.

11. QUALIFICATIONS AND EXPERIENCE:

11.1 Essential

11.1.1 A current Victorian driver's licence

11.2 Desirable

11.2.1 Rigging ticket

11.2.2 Testing & tagging ticket

11.2.3 EWP ticket

11.2.4 High level computer skills

11.2.5 First Aid certificate

11.2.6 Fire Safety training

11.2.7 OH&S training