

POSITION DESCRIPTION

POSITION TITLE: Operations Coordinator

TERMS OF EMPLOYMENT: Part time 0.6 EFT (3 days)

RENUMERATION: \$68,000 pro rata, per annum. Superannuation of 10% paid in addition.

REPORTS TO: Executive Director, Artistic Directors, General Manager

DIRECT REPORTS: Support Artists, Lead Artists, Creative Contract Roles

WORKS ALONGSIDE: Development Manager, Marketing Manager

STAKEHOLDER RELATIONSHIPS: Program partners, participants, and community members

ABOUT WEYA:

Western Edge Youth Arts (WEYA) is a non-profit arts organisation committed to developing the next generation of artistic and cultural leaders borne from Melbourne's West. We deliver theatre and creative training, development and employment to young people and emerging artists from Melbourne's Western suburbs through school, community youth theatre and professional development programs.

PURPOSE:

This position will play a pivotal role in supporting the Executive Director, co-Artistic Directors and General Manager in the coordination, implementation and evaluation of programs, as well as the administrative and operational needs of the company.

The Operations Coordinator will be the key point of contact for young collaborators, staff and stakeholders involved in WEYA's programming, directing inquiries to the Executive Director and co-Artistic Directors when required. In collaboration with the General Manager, they will ensure that a high standard of practice is maintained across the company's operations and programming, and that programs are agile and can adapt to community needs. The Operations Coordinator will be responsible for ensuring the logistical operations of the company is effectively administered and communication between internal staff and external stakeholders is transparent and efficiently delivered.

For an in-depth understanding of our mission, approach to practice, programs, artistic vision and impact please read our [2022-2025 Strategic Plan](#).

POSITION DESCRIPTION

OUR VALUES

Creative bravery – Approaching everything with a courageous spirit of art making, imagination and creativity.

Innovation – Nurturing innovative ideas and creative practices across the whole organisation, led by our young artists.

Community – Our artistic work is always led by and grown out of community.

Access and equity - Inviting participation from all voices and identities, embracing multiplicity, and taking an intersectional approach.

Empathy - Treating others with humility, kindness, and compassion.

Respect - Learning from everyone we work with, and embodying leadership built on reciprocity.

Transparency - Acting honestly and sharing knowledge.

Safety - Ensuring a physically, emotionally, and culturally safer environment for our staff, young artists, peers, partners and audiences.

Key Responsibilities:

Program Delivery

- Coordinate the scheduling, logistical needs and delivery of all WEYA programs
- Liaise with partners (schools, councils, venues) to finalise program schedule, deliver staffing information and venue booking
- Create program briefing documents for program staff
- Create ticketing pages on Eventbrite and disseminate program information to staff and participants/attendees
- Work with program staff to maintain accurate records of attendance (manage registration lists, send participants lists to staff to tick off, keep contact lists up to date)
- Work with program staff to organise and document evaluations

Administration

- Provide administrative support and executive assistance to WEYA's co-Artistic Directors and Executive Director, including coordinating internal and external meetings
- Triage and respond to queries in the public-facing info@ inbox, and forward emails to the relevant staff members as required
- Be the first point of contact for program staff, participants and general public interested in WEYA programs
- Manage the Executive Director and co-Artistic Directors calendars and daily schedules

POSITION DESCRIPTION

Organisational support

- In collaboration with the General Manager, coordinate organisational systems to support the running of WEYA and its programs
- Assist in funding applications where needed through proofreading, creating support material, and collecting data to be included in applications
- Assist with program data collection and analysis for evaluations (through Takso) and Fundraising

Key Selection Criteria

1. **Diversity:** Professional and/or lived experience of culturally diverse communities and knowledge and understanding of decolonial and anti-racist practice
2. **Relationality and care:** Effective communicator who is able to work with a wide range of people and has excellent verbal and written communication skills
3. **Young people:** Experience working with young people
4. **Systems:** Experience using different computer systems and software to manage and coordinate project delivery.
5. **Time management:** Ability to manage tasks, as well as coordinate others and navigate schedule clashes or tight timelines
6. **Organisation:** Highly organised collaborator who is self-motivated and able to create and maintain efficient and effective administrative and operational systems and processes
7. **Integrity:** Aligns with and embodies WEYA's organisational value

Child Protection Policy

WEYA has zero tolerance for the abuse of young people and children. All staff and volunteers are required to uphold the Child and Wellbeing Safety Act 2005 (VIC) and the Children Legislation Amendment (Reportable Conduct) Act 2017 (VIC). Young person and child safety is a key consideration in the hiring process and all successful applicants will be required to hold a valid Working With Children's check and undergo young person and child safety training.

TO APPLY:

Please send the following to lucy@westernedge.org.au

- A cover letter
- Your response to the key selection requirements of no more than 2 pages
- A copy of your resume

If you have any questions regarding this role or if you require an adjusted application process, please reach out.

APPLICATIONS CLOSE FRIDAY 3RD DECEMBER 2021