

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Manager Performing Arts Centre
Classification:	Band 8
Business Unit:	Performing Arts Centre
Reports to:	Director, Planning and Development
Supervisors:	Performing Arts & Cinema Staff

Key Objectives

- To manage the Performing Arts Centre and the Cinema in an effective and efficient manner in order to achieve maximum community participation and add to the cultural vitality of the Shire;
- To provide active leadership in the development and delivery of the Performing Arts program and to establish and maintain performing arts partnerships in the community;
- To ensure the Performing Arts Centre maintains its relevance and sustainability into the future within the context of Council's cultural services;
- To activate arts in the community in line with the Arts & Culture Strategy.

Key Responsibilities

- Management of Performing Arts Centre and Cinema;
- Administer the activities and operations of the Centres' in accordance with objectives, policies and financial budgets;
- Undertake programming of the PAC facility, and ensure that an equitable balance is maintained between various user groups, professional performing artists, and local community organisations;
- Provide professional advice on the operation and development of the facilities;
- Prepare, manage and monitor the Centres' operating budgets, and provide periodic performance review as required;
- Manage staff to achieve individual performance objectives and identify areas where additional training is required;

- Maintain positive relationships with all relevant bodies, including community, Council, media, Government authorities, and user bodies;
- Contribute to the achievement of Council's Arts and Culture Strategic Plan;
- Promote and contribute to an integrated approach to all of Council's cultural services;
- Address all Occupational Health and Safety issues, and ensure that a safe environment is provided for clients, user groups, and staff;
- Liaise and work collaboratively with all relevant services within the Council;
- Contribute to the achievement of Council's corporate goals.

Accountability & Extent of Authority

- Commit to and adhere with Council's Child Safe Requirements;
- Responsible for the day-to-day operations of the Centres';
- Accountable and responsible for effective and efficient performance of all duties and key responsibilities and adherence to position objectives as listed in this position description;
- Responsible for the viability of the Centres' within the framework of Council's policies and corporate goals;
- Responsible for achievement of set performance objectives for the established performance appraisal period;
- Responsible for adherence to Centres' budgets, and the authorisation of expenditure in accordance with the budget and limits of delegation;
- May recommend selection, appointment and termination of employees;
- Required to recommend on strategic planning issues, and broader corporate responsibilities.

Judgement and Decision Making

- Exercise independent judgement in maintaining an ongoing Performing Arts program;
- Financial management ability;
- Understanding of community needs to best market the attributes of the Centres';
- Strategic judgement regarding the development of cultural policies;
- Required to exercise independent and problem-solving ability with respect to the management of the Centres', in accordance with policies and procedures.

Specialist Skills and Knowledge

- Knowledge of the operations and maintenance of a Performing Arts Centre;
- Provide specialist advice on theatrical applications;
- Financial management skills associated with particular program areas, and requirements of the departments;

- HR Management skills associated with the day to day management of employees and their performance
- General knowledge of funding guidelines and administration;
- Policy development and analytical skills;
- Program planning and development skills;
- Knowledge of government policies and practices, and an awareness of current trends and issues;
- Knowledge of the broader political context pertaining to Cultural Arts;
- Understand, apply and encourage others to observe Council's Risk Management Policy and related procedures.

Management Skills

Responsible for ensuring the health, safety and wellbeing of employees by:

- Initiating, developing and maintaining safe work systems and environments by applying skills to work with staff to lead, plan and drive OHS outcomes across the unit;
 - Ensuring compliance with OH&S and Risk Management Systems;
 - Ensure the unit OHS activities and operations are conducted in compliance with applicable laws, regulations and Council code of conduct;
 - Engaging with teams to ensure that OHS responsibilities and expectations are understood and met by all;
 - Ensuring the workplace is free of risk and hazards for employees to work.
- Knowledge and ability to implement human resource management policies;
 - Ability to work successfully with community groups and individuals;
 - Ability to provide a high level of leadership and staff management to a diverse team by creating the right environment which enables staff members to achieve their best
 - Ability to manage staff, budgets and projects to achieve organisational goals;
 - Ability to prioritise own commitments, set priorities and work within time constraints;
 - Ability to negotiate, motivate and manage conflict resolution;
 - Ability to retain sensitive information and confidentiality.

Inter-personal skills

- Strong professional leader demonstrating positive work behaviours and a genuine commitment to the organisation's values;
- Ability to build relationships with diverse internal and external clients
- Ability to communicate effectively in both oral and written format to internal and external stakeholders, including excellent presentation skills, including public speaking;

- Ability to gain assistance and cooperation from other employees, the general community and other outside bodies;
- Ability to resolve conflict situations involving staff;
- Capacity to negotiate and solve problems in the pursuit of specific and set objectives;
- Ability to successfully liaise with the media;
- A team-oriented approach.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Qualifications/Experience

- Relevant qualifications in either project management, people management and or arts/cultural field;
- High-level leadership skills;
- Experience in management of facilities.

Key Selection Criteria

The employee will demonstrate the following:

- Relevant qualifications or experience in the management of arts facilities;
- Contemporary management and leadership skill and experience;
- Demonstrated ability to manage and develop audiences;
- Experience with working with community;
- Understanding/knowledge of technical issues associated with Arts focussed facilities;

- Highly developed interpersonal, entrepreneurial, and communication skills;
- Ability to deal discreetly and tactfully with confidential and sensitive matters;
- Knowledge of current best practice, innovations, emerging trends pertaining to the arts and cultural sector.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____