



## Position Information Pack Executive Director, The Blue Room Theatre

### Employment Conditions:

Term of Contract	3 year initial contract, with the view to extending for a further 3 years
Probation period	3 months
Superannuation	9%
Annual Leave	Twenty working (20) days per annum
Core hours	9.00am - 5.00pm Monday to Friday <i>The successful candidate will need to be available and willing to work additional hours in the evening and on weekends, as required</i>
Position commences	September 2011 – exact timeframe to be negotiated with the successful candidate.

### How to Apply:

When you have read the information pack please complete your application and include the following:

1. A cover letter briefly stating why you believe you would be suitable for the position
2. An statement addressing each of the selection criteria, as listed in the position description
3. An up to date curriculum vitae with the names and contact details of three referees.

Applications should be e-mailed to: **chair@pacs.org.au** and must be received no later than **5pm Friday 5 August 2011.**

All enquiries should be directed to Natalie Jenkins, PACS Chairperson, on 0409 115 851 or via the email address above.



**The Performing Arts Centre Society Inc.**  
**- trading as The Blue Room Theatre**

---

<b>Position Title</b>	<b>EXECUTIVE DIRECTOR</b>
<b>Basis of Employment</b>	Full Time @ 37.5 hours per week
<b>Location</b>	The Blue Room Theatre, Northbridge, WA
<b>Salary</b>	\$65,000 p.a plus statutory superannuation
<b>Reports To</b>	Performing Arts Centre Society (PACS) Board of Management
<b>Direct Reports</b>	Core staff of 5
<b>Indirect Reports</b>	Casual staff of 30+

---

## **Position Summary**

*The Executive Director is responsible for realising the Board's stated vision, purpose and goals and achieving the organisation's KPIs. This includes securing the necessary financial resources to develop existing and new programs.*

*The Executive Director also oversees management of the organisation and has operational responsibility for all activities including human resource management, finances, administration, program implementation and marketing.*

## **Key Responsibilities and Duties**

### **Leadership and Management**

- Provide leadership and vision in both program and business development and ensure that the organisation is meeting its stated KPIs.
- Work with the Board and staff in the development and implementation of business and financial plans.
- Identify appropriate resources for the organisation to run efficiently and effectively.
- Oversee the day-to-day operations of the organisation and ensure sound financial and business practices are being maintained.
- Be the Approved Manager of The Blue Room Theatre liquor license.

### **Program Development and Implementation**

- Develop and explore new initiatives and ideas that support the organisation's vision.
- Oversee core programs such as the annual Seasons, Summer Nights and Auspice service.
- Provide information, advice and assistance to members and the wider industry, in relation to The Blue Room Theatre programs, services and facilities.

### **Fundraising and Stakeholder Management**

- Identify and source new financial resources from government and the private sector and maintain positive relationships with financial stakeholders.
- Develop and grow the organisation's philanthropy and sponsorship programs.

- Maintain regular and effective communications with all key stakeholders.

### **Financial Management**

- Prepare and monitor triennial and operational budgets and reports for the Board and funding agencies and ensure all expenditure and income targets and financial KPIs are being met.
- Oversee the day to day financial operations.
- In line with PACS's delegated authority, execute legal documents and financial transactions.

### **Human Resource Management**

- Advise the Board on appropriate staffing structures required to meet the strategic goals of the organisation.
- Manage the employment of all staff and implement effective human resource management systems.
- Manage all industrial relations matters and ensure appropriate and effective OH&S policies and procedures are in place.

### **Membership Management**

- Oversee the development and implementation of membership programs and services.
- Engage the membership and ensure regular communication and consultation with them.
- Advocate on behalf of members to the wider industry and funding bodies on issues of significance.

### **Venue Management**

- Oversee the strategic development of The Blue Room Theatre's facilities.
- Ensure the venue is being managed in accordance with sound asset management principles, OH&S requirements and to the satisfaction of key stakeholders.

### **Marketing and Communications**

- Oversee the development and implementation of strategic marketing plans and monitor the effectiveness of these.
- Grow the organisation's profile on a national and international basis.
- Develop and maintain strategic alliances and networks with the wider industry and other key stakeholders, and contribute to relevant industry forums and initiatives.

### **Governance and Compliance**

- Prepare Board meeting agendas, minutes and other papers as required.
- Ensure that the Board is kept fully informed on the health of the organisation, including its progress against agreed KPIs.
- Ensure compliance with all contractual and legal requirements.

- Oversee the organisation's risk management plan.

## Key Relationships

- PACS Board of Management
- PACS staff and volunteers
- PACS members
- Key government and private stakeholders including WA Department of Culture and Arts, the Australia Council for the Arts and the City of Perth.

## Key Performance Indicators

This position directly contributes to the success of the organisation and as such, the successful applicant will work with the Board on an annual basis to develop KPIs relevant to organisational KPIs. These will be reviewed annually.

## Selection Criteria

### Essential:

1. Min. 3 years experience at a management level in the performing arts industry and a track record in arts program development and implementation
2. Proven ability to think and act at a strategic level
3. Knowledge of current performing arts industry trends and issues and extensive industry networks
4. Excellent financial management skills and experience
5. Demonstrated human resource management skills and experience
6. Excellent oral, written and interpersonal skills
7. Proficiency with computing technology in a PC environment
8. Eligible to be registered as an Approved Manager<sup>1</sup> for liquor licensing purposes (requires current training qualification, or a course will need to be undertaken immediately upon commencement)
9. Current Police clearance or no impediments to obtaining one.

### Desirable:

1. Tertiary qualification in an arts or business discipline
2. Proven success in fundraising and sponsorship development
3. Experience in and / or familiarity with WA's liquor licensing laws.

---

<sup>1</sup> See: [http://www.rgl.wa.gov.au/ResourceFiles/Policies/Approved\\_Managers.pdf](http://www.rgl.wa.gov.au/ResourceFiles/Policies/Approved_Managers.pdf)



## About us...

Name of Organisation	<b>The Blue Room Theatre is a trading name of the Performing Arts Centre Society (PACS) Incorporated</b>
Contact Details	Street: 53 James St Northbridge WA Postal: PO Box 8369 Perth Business Centre WA 6849 Email: <a href="mailto:info@blueroom.org.au">info@blueroom.org.au</a> Phone: 61 8 9227 7005 Fax: 61 8 9227 1835 Web: <a href="http://blueroom.org.au/">http://blueroom.org.au/</a>
Corporate Structure	<p>PACS is a membership based not-for-profit Incorporated Association that was constituted in 1989.</p> <p>The organisation is governed by a Board of Management of nine members from arts, business, financial, marketing and education backgrounds.</p> <p>The Board appoints an Executive Director who supervises a team of 5 core operational and 30 casual front of house staff.</p>
Primary Cultural Sector	Performing Arts (theatre): resource and service
Legal Status	We are registered as a charitable organisation with Deductible Gift Recipient (DGR) and Income Tax Exempt (ITEC) status.
Key Financial Stakeholders	The Blue Room Theatre currently receives key organisation funding as an artistic hub, on a triennial basis from the Australia Council for the Arts and from the state government through the WA Department of Culture and the Arts. We also receive annual support through the City of Perth's Cultural Program.
Brief history – from 1989 to 2011	<p>PACS was constituted in 1989 by Perth based theatre practitioners with the aim of generating increased development opportunities for professional theatre practitioners, and encouraging greater communication and contact across the profession.</p> <p>PACS manages and operates from The Blue Room Theatre, which is situated in central Perth (Northbridge) WA, in a heritage building called Arts House that is owned by the State Government. It comprises two small and intimate theatre venues, two rehearsal rooms, the main office, kitchen and backstage facilities. The building provides a central and active place where artists can meet, network, develop, rehearse and produce work.</p> <p>Originally, PACS's focus was on providing workshop and training</p>

	<p>opportunities for artists and over time, this began to include performance and production opportunities. We now produce two annual Seasons, showcasing a total of sixteen productions per year, representing the core activity of the organisation. A number of other programs, resource and service delivery functions sit alongside this core activity.</p> <p>Many performing artists, including actors, writers, designers, choreographers, digital artists, comedians and directors, who have received support through The Blue Room Development Program continue to develop high profile careers in theatre, film and TV on a local, national and international platform. Some of these include Tim Minchin, Rove McManus, Matthew Lutton, Kate Mulvany and Claire Hooper.</p> <p>In 2010, with the opening of the new State Theatre Centre of WA and other 'neighbourhood' developments, The Blue Room began to rebrand itself as The Blue Room Theatre, with the aim of providing greater clarity and increasing its profile to the wider community.</p> <p>The Blue Room Theatre is now a central point of activity for theatre performance making in both a physical sense, due to its central location, and as an organisation that provides core services and resources for a wide diversity of emerging and mid-career artists. We also offer a central performance venue with a wide and varied program of performances for local and visiting audiences.</p>
Our Vision	To be recognised as a unique resource fostering the continual professional development of performing artists and their work locally, nationally and internationally.
Our Purpose	The Blue Room Theatre provides facilities, support and resources for performing artists to collaborate, exchange ideas, take risks and produce new work.
Our Values	<p><b>Productive</b> - we are committed to the effective use of resources that maximise our capacity to provide high quality service, programs and opportunities for theatre artists.</p> <p><b>Accessible</b> - we are welcoming and open to a broad and diverse range of artists and audience.</p> <p><b>Creative</b> - we embrace the new and thrive on dynamic, productive exchange between the Board, Artistic Sub Committee, programming panels, staff, artists and the wider community.</p> <p><b>Supportive</b> - we value artists as creators and producers of their</p>

	own work, we listen and respond to their needs and interests and support them in reaching their creative aspirations.
Strategic Goals 2012 - 2014	<ol style="list-style-type: none"> <li>1. To extend the Blue Room Theatre's reach on a local regional, national and international level</li> <li>2. To continue to support work which is pushing the creative boundaries of Australian Independent theatre practice</li> <li>3. To increase existing opportunities for artists and develop new opportunities</li> <li>4. To increase and/or diversify funding and financial resource</li> </ol>