

Coordinator, Programming and Presenter Services

Position Description

Programming and Presenter Services

The **Arts Centre Melbourne Programming and Presenter Services Units** sit within the Performing Arts pillar and is responsible for delivering:

- a breadth and range of presentations at Arts Centre Melbourne’s own risk that meet the organisation’s curatorial framework and complement the provision by Resident Companies and external presenters;
- a number of events that contribute to the overall venue utilisation targets at Arts Centre Melbourne; and
- a program of commercial hirers, education, participatory, accessible, community and public programs that meet the organisation’s public purpose obligations.

The business units are comprised of venue planning, program management, artform programming, education, coordinating, and producing team members.

The Role

The primary purpose of this role is to support key deliverables, specifically those associated with Director of Programming, Director of Presenter Services, and Associate Director of Programming (Directors) in coordinating the administrative requirements of the Arts Centre Melbourne Programming and Presenter Services teams.

Type	Full time
Reports to	Associate Director of Programming
Direct Reports	Nil
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 3.1
Key Relationships	<i>Internal:</i> key Programming, Presenter Services (Venue Planning), and the broader organisation. <i>External:</i> Stakeholders as required and instructed by the Directors – from industry bodies, precinct partners, and presenters.
Delegation	Financial and people delegations as per current policy.
Location	Primarily onsite at Arts Centre Melbourne premises (subject to potential relocation)
Other	Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification) You will hold a current Working With Children Check is preferred
Last Reviewed	October 2023

KEY CRITERIA

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

Your qualifications and experience

- Relevant professional or tertiary qualification in arts, event management, education or related disciplines and/or equivalent experience

Your skills and attributes.

- Excellent verbal and written communication skills.
- Ability to liaise with a range of diverse stakeholders.
- Knowledge and experience working within the performing arts sector.
- High level administrative experience including high level knowledge of Microsoft Office programs.
- Moderate experience working on delivery of a range of arts and/or community projects.
- Moderate experience coordinating and interpreting event requirements.
- Moderate experience in a Team Coordinator or Personal Assistant role including diary and travel management.
- Excellent planning and prioritising skills.
- Moderate experience establishing and maintaining effective stakeholder relationships.
- Experience in the use of an integrated venue management system desirable (Ungerboeck USI preferred).
- Experience in the use of a CRM desirable (Tessitura preferred)
- Strong relationship management and interpersonal skills.
- Exposure to or an understanding of Government requirements, policies and procedures.
- Current Working With Children Check preferred.

In the role you will

Accountabilities:

- As nominated by the Directors, actively contribute to the effective performance of the Arts Centre Melbourne Performing Arts Pillar by:
 - o Providing high level administrative and project support to the Programming and Presenter Services teams, including venue hire and programming enquiries, liaising with artistic and technical teams, communications between teams, maintenance requests, and financial reconciliation;
 - o Undertaking Secretariat duties as they relate to agreed Performing Arts Pillar processes (including coordinating responses, collating and communicating feedback, actioning notifications);
 - o Coordinating and contributing to project planning and delivery;
 - o Coordinating contract and administrative requirements of projects
 - o Maintain meeting schedules, agendas and minutes;
 - o Actively participate in devising and adopting improved and efficient systems and processes; and
 - o Liaising with internal/external stakeholders to support the delivery of high-quality Programming and Presenter Services projects.
- Assist and drive the development and production of reports and information;
- Assist in the maintenance of strong positive relationships with relevant internal and external stakeholders;
- Coordinate team reporting requirements, trust reports and papers, Executive Reports and other governance and evaluation requirements;
- Coordinate and collaborate with the Directors on team strategic planning and associated documentation;
- As directed, maintain and facilitate team travel and expenses, cash advances in Concur, and financial reconciliation;
- Coordinate procurement requirements of the department;
- Manage desk and IT equipment allocation and requirements;
- Maintain stakeholder database records (including invitation lists) across programming departments;
- Ensure HSE compliance in all aspects of carrying out role; and
- Other duties as required.

Decision making:

- A moderate level of operating autonomy and key decisions will be the responsibility of the Directors.

Systems:

- Use Ungerboeck (USI), Concur, DocuSign, Tessitura, Microsoft Office Suite; and other programs as required.

Working environment/physical requirements:

- This position primarily works onsite at Arts Centre Melbourne premises (subject to relocation).
- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- Undertake general office work with a strong emphasis on the use of computers and digital technology.
- Potentially work in an underground office environment.
- Be required to be on site/attend events outside work hours from time to time.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2022.

You demonstrate our values

- Leadership
- Creativity
- Accountability
- Equity & Inclusion