

# Next Wave, Program and Operations Manager - Brunswick Mechanics Institute, Position Open

# Next Wave, wants you to join us

Next Wave is seeking an experienced Program and Operations Manager to lead Brunswick Mechanics Institute, our newly visioned centre for experimental performance and artist-led learning, in the heart of Moreland.

The successful candidate will possess a comprehensive knowledge of venue management, including financial management and the ability to deliver strategic business initiatives, have proven experience producing multi-faceted arts programs, the ability to seek out and secure partnerships, and a passion for supporting artists making new experimental work. This role significantly contributes to creating a nurturing environment for local artistic and cultural communities, and requires impeccable organisation and project management, dynamism, leadership, creative thinking, problem solving and the ability to talk to diverse stakeholders.

Next Wave is a values-driven organisation and industry leader, advocating for cultural inclusion, broad accessibility and best practice in environmental sustainability, with deep respect for the traditional custodians of the lands and waters that sustain us, Aboriginal and Torres Strait Islander people.

We value the contributions made by people from a variety of backgrounds, and we believe that the only way to foster and grow a truly inclusive workplace is through a multiplicity of ideas, voices and experiences. We are an equal opportunity workplace and we strongly encourage applications by people from culturally and linguistically diverse backgrounds, First Nations people, and people with disabilities. We understand the different personal and cultural needs of our staff, and we build flexible working environments to enable all staff to do their best work.

Please read the Program and Operations Manager, Brunswick Mechanics Institute Position Description for the full list of accountabilities, tasks, key competencies and selection criteria.

<b>Role</b>	<b>Program and Operations Manager, Brunswick Mechanics Institute</b>
Location	Next Wave Office – 4/5 Blackwood St, North Melbourne
Remuneration	\$60,000 (plus 9.5% superannuation)

**Applications are due by 11:59pm (AEDST) Sunday 6 October 2019.** Please submit your application via Recruiterbox as one single PDF document.

Applications must include:

- A two-page document that speaks to the Key Selection Criteria listed in the Position Description.
- A CV that **must** include contact details for 2 current referees. A cover letter is **not** necessary.

Enquiries about the position can be directed to Priya Pavri, General Manager on (03) 9329 9422 during business hours. We can also be contacted via the National Relay Service. Call 133 677 or head to [relayservice.com.au](http://relayservice.com.au), then ask for 03 9329 9422, during business hours.

Applicants must be available for interviews on Monday 14 and Tuesday 15 October 2019. The ideal start date for the position is 4 November 2019. Please confirm your availability for an interview in your written response. Interviews are held at the Next Wave Office in North Melbourne; we can also conduct interviews via Skype if required.

# Position Description

Role:	<b>Program and Operations Manager, Brunswick Mechanics Institute</b>
Currency:	Full-time (1.0 FTE), 4 November 2019 (ideal start date) – 3 November 2021.
Location:	Brunswick Mechanics Institute (BMI) – Corner of Sydney Road and Glenlyon Road, and Next Wave Office – 5 Blackwood Street, North Melbourne. This role requires some flexibility in terms of hours and location, including some after-hours work, subject to venue programming and hire needs.
Remuneration:	\$60,000 (plus 9.5% superannuation)
Purpose of role:	<p>The Program and Operations Manager, Brunswick Mechanics Institute will work in conjunction with Next Wave's Director/CEO, General Manager and staff to roll out the Brunswick Mechanics Institute Strategic Plan, working to:</p> <ol style="list-style-type: none"><li>1) Establish BMI as a home for artists and a leading centre for experimental performance, and</li><li>2) Develop strong revenue streams through strategic commercial hires and innovative partnerships</li></ol> <p>The Program &amp; Operations Manager will make a positive and significant contribution to the successful management of BMI, actively overseeing all operational aspects of the venue including financial, staffing, administration, community and commercial hires and logistics. They will balance stakeholder needs, ensure excellent artist and hirer experience, and maintain a high level of professionalism in all their work.</p>
Reporting line:	<ul style="list-style-type: none"><li>• General Manager</li></ul>
Key interfaces:	<ul style="list-style-type: none"><li>• Director/CEO</li><li>• Administration and Operations Coordinator</li><li>• Marketing Manager</li><li>• Business and Operations Manager</li><li>• Other Next Wave staff</li><li>• External stakeholders, including Moreland City Council, venue hirers, contractors, artists and sponsors</li><li>• Community and interest groups</li></ul>
Accountabilities and tasks	<ul style="list-style-type: none"><li>• Financial Operations and Budget Management</li><li>• Manage the BMI budget and ensure income targets are met</li><li>• Provide regular budget updates and reports to the General Manager and key stakeholders including Moreland City Council</li><li>• Support the General Manager to prepare financial statements and statistical analysis for the purposes of grant acquittals, auditing and reporting</li><li>• Work with the General Manager and Business and Operations Manager to implement financial controls and monitor financial risks across the venue</li></ul>

- Liaise with the Business and Operations Manager and Administration and Operations Coordinator to ensure the efficiency of all business systems related to cash handling and reconciliation, fortnightly payroll processing, accounts payable and receivable
- Manage and reconcile petty cash, floats and debit card expenses for the venue on a monthly basis
- Oversee payroll administration for BMI casual staff on a fortnightly basis
- Day-to-day banking, including daily reconciliation of bar and ticketing income during high-turnover periods of public presentation

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### **Strategy, Stakeholder Management and Reporting**

- Oversee and prepare other reporting for program funders, sponsors and other stakeholders as required
- Write and prepare all contractual reporting documents for Moreland City Council as part of the Request for Tender agreement
- Manage stakeholder relations and serve as primary point of contact with Moreland City Council and Brunswick Music Festival
- Work with the Director/CEO and General Manager to actively seek, develop relationships with and secure strategic community and commercial venue hires

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### **Venue Operations and Risk Management**

- Ensure Responsible Service of Alcohol and liquor license compliance is maintained and adhered to at all times, and undertake Licensee Training in order to be attached to the venue's liquor licence as Licensee for the venue
- Conduct building inductions for staff, visitors and hirers
- Be one of two primary contacts for all venue hire enquiries and manage all venue bookings including site visits and quotes
- Prepare and manage venue hire agreements and other written communication with hirers
- Coordinate building maintenance (act as primary liaison with Council and contractors)
- Manage additional licencing requirements related to event and program activity as required, which may include liquor licence extensions, APRA licencing etc.
- Ensure that all venue stakeholders comply with Next Wave's risk management protocols
- Liaise with a contracted Risk Manager in the implementation of risk management obligations for the venue, and ensure adherence by all staff, hirers and contractors
- Oversee the effective implementation and management of all venue OH&S systems
- Notify the Business & Operations Manager of any venue/hire activity that may affect the venue's insurance policy compliance
- Maintain the EOC log for the venue, as required
- Act as Chief Warden for the venue, and undertake First Aid training and Fire Warden training as needed to uphold this obligation
- Maintain an up-to-date Scissor Lift license as required
- Procurement – order and monitor all venue stock / consumables including bar stock

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### **Marketing and Partnerships**

- Oversee management of the MI subscription list
- With support of the Marketing & Communications Manager, build the BMI brand through social media platform content, and manage and update the venue website as necessary
- With the support of the Administration and Operations Coordinator, oversee the collation of venue data on subscribers, audiences, program participants and attendance for the purposes of evaluation and reporting
- Seek partners and cross-promotional opportunities for BMI programs and events

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### **Programming**

- Work with Director/CEO to develop the artistic program and secure strategic programming partnerships
- Manage the delivery of all BMI-produced events and artistic programming at the venue
- Manage key community events in the venue
- Manage the operations and logistics for Next Wave programs and events at the venue

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### **Human Resources**

- Manage casual staff recruitment for the venue with oversight from the General Manager
- Work with the General Manager and Business and Operations Manager to develop HR recruitment processes and policy for the venue and to ensure the efficiency of HR business systems
- Induct and train casual staff at the venue
- Oversee staff needs for venue activity and manage the BMI casual staff roster and related scheduling of FOH/bar staff, technical crew, security, cleaners and contractors

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### **Organisational Policy and Office Systems**

- Work with the General Manager and Business and Operations Manager to design, coordinate, implement and monitor BMI's sustainability, access and First Nations policies and procedures and their actioning within the venue
- Work with the Business and Operations Manager on venue operational policies, business procedures and office system improvements as required
- Maintain business systems related to asset management, equipment and inventory
- Work with the General Manager to design and implement improved artist and venue contracting documents and systems

Key competencies, experience and capabilities

- Previous experience in arts venue management and operations
- Demonstrated experience producing and project managing events of varying scope and scale to a high standard
- Demonstrated experience supporting experimental and contemporary artists, and relevant knowledge of the sector
- Excellent written, verbal and inter-personal communication skills
- Excellent budget management skills and understanding of business finance
- Ability to build and maintain relationships with key stakeholders, including venue partners, funding bodies, artists and the local community
- Strong initiative to work independently and manage competing demands
- Commitment to Next Wave's mission and values