

# Venue Operations Manager job listing

Next Wave is recruiting a Venue Operations Manager to support our work at Brunswick Mechanics Institute.

## About Next Wave

Next Wave is a leading not-for-profit arts organisation dedicated to supporting early-career artists working across multiple art forms.

Through mentorships, creative developments, public programs, events, live performances and partnerships, Next Wave creates spaces for gathering and exchange, ambition and experimentation, and meaningful community connections.

## Our space, Brunswick Mechanics Institute

Next Wave operates Brunswick Mechanics Institute with the support of Merri-bek City Council, and has secured a tender for the building for up to nine years.

Located in the heart of Bulleke-bek/Brunswick, home to one of Naarm/Melbourne's largest and most vibrant creative communities, Brunswick Mechanics Institute is a vital engine room for artistic development and public exchange.

## About you

We're looking for someone with:

- Experience managing multi-use venues or public-facing arts spaces, including day-to-day operations, maintenance coordination, contractor oversight, and ensuring spaces are event-ready.
- Strong understanding of or direct experience with technical production working across live performance, exhibitions or events, including lighting, sound, staging, and delivery from planning through to bump-in/out and live execution.
- Understanding of venue hire processes, including bookings, scheduling, contracts, client liaison, and supporting smooth delivery of external hires.
- Ability to supervise and coordinate casual staff, technicians, and/or volunteers, including rostering, induction, briefing, and fostering a collaborative and inclusive team culture.
- Strong interpersonal and communication skills with experience building relationships with artists, hirers, partners, and community stakeholders, and providing responsive, solution-oriented service.
- Knowledge of OH&S and venue compliance requirements (including training, risk assessments, safety planning, accessibility, and licensing), alongside strong administrative skills managing documentation, reporting, and operational systems.

## How to apply:

Applicants are asked to provide:

1. A cover letter expressing your interest in the position and brief responses to the selection criteria (3 pages max).
2. CV with at least two referees.

Complete applications should be addressed to Elyse Goldfinch, CEO and emailed to [elyse@nextwave.org.au](mailto:elyse@nextwave.org.au)

**Applications close Monday 11 May, 3pm**

**Further Information:**

Should you have additional questions or would like to discuss the role further, please contact:

Elyse Goldfinch, CEO

[elyse@nextwave.org.au](mailto:elyse@nextwave.org.au)