

Venue Operations Manager Position Description

Currency	0.6 FTE (22.8 hours) Due to the direct operating requirements of the role it is expected that the majority of hours will be worked onsite in a flexible arrangement across each fortnight to be agreed on a as-needed basis.
Location	Brunswick Mechanics Institute 270 Sydney Road, Bulleke-bek (Brunswick), VIC 3056
Remuneration	\$70,000 pro rata (plus superannuation)
Role purpose	<p>The Venue Operations Manager is responsible for oversight and delivery of technical production and venue management for Next Wave.</p> <p>The role works collaboratively with the producing team and Next Wave's diverse partners, hirers and stakeholders to ensure safe and smooth operation of the venue and its presentations.</p> <p>The focus of the role is to:</p> <ul style="list-style-type: none">• Hands on management of the venue including oversight of venue maintenance and operation of the bar• Manage all aspects of venue hire• Plan, lead and oversee all aspects of technical production and event delivery• Supervise and coordinate casual staffing and volunteers as required• Ensure all activity in the venue is conducted in line with occupational health and safety requirements and standards
Reports to	CEO
Supervises	<ul style="list-style-type: none">• Next Wave casual technical and front of house staff• Next Wave volunteers• Contractors as required
Key relationships	<ul style="list-style-type: none">• All Next Wave staff, contractors and collaborators• Artists, creatives, creative businesses and arts and cultural organisations• Hirers, partners, general public and community

Next Wave,

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

Brunswick Mechanics Institute is a historic building, and vital cultural hub and shared space.

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.

Next Wave's hosts an annual program of activities in the space, while also facilitating venue hire for artists, creative practitioners and cultural organisations.

Our vision for Brunswick Mechanics Institute is a critical facilitator for incubating early-career artists and, as a hub for public-facing programs, redefining how art can be produced and experienced.

Accountabilities and Tasks

Venue Operations

Responsible for the day-to-day operations of the Brunswick Mechanics Institute as a multi-use arts venue including:

- Manage building maintenance, contractor engagement, and service schedules to ensure a safe, functional, and welcoming environment.
- Manage venue hire operations, including enquiries, bookings, scheduling, invoices and contract management.
- Oversee bar operations including stock control, compliance, and relationships with suppliers and sponsors.
- Engage and manage freelance/casual technicians and production staff, including briefing, rostering, induction and supervision.
- Lead venue inductions for artists, hirers, contractors, and staff.
- Maintain and manage the venue asset register, including technical equipment and infrastructure, ensuring equipment is operational, compliant, and fit-for-purpose.
- Ensure all spaces are presentation-ready and operational at all times.
- Contribute to strategic venue activation, supporting a vibrant and accessible program of activity.
- Track attendance, usage, and other key metrics to support reporting and evaluation.

Production & Event Delivery

Responsible for planning and delivery of all technical production outcomes across the Brunswick Mechanics Institute, including:

- All activities delivered from the black-box theatre and rehearsal spaces.
- Production delivery for venue hires, residencies, and Next Wave programs, ensuring high-quality, safe, and efficient execution
- Provide expert production guidance and support to artists, Creative Development programs, and external hirers
- Schedule and supervise bump-in/out, technical rehearsals, and live event delivery.
- Support the delivery of public programs, events, and activations, including set-up and pack down.

Next Wave,

Stakeholder Engagement

Build and maintain strong relationships with stakeholders including:

- Build relationships with artists, hirers, partners, and community, government and sector stakeholders.
- Act as a key point of contact for production and venue-related enquiries, ensuring a friendly, responsive and professional service.
- Support partnerships and local engagement, contributing to a dynamic and connected precinct.
- Contribute to organisational goals, including delivery of commitments to Merri-bek City Council and broader stakeholder engagement.

Human Resources

- Recruit, roster and manage casual front of house, bar, and technical staff, and volunteers.
- Support onboarding, induction and training to ensure a high standard of service and safety.
- Ensure all staff and volunteers hold required certifications (e.g. RSA, working with heights) and are compliant with venue policies. In collaboration with the CEO, develop and maintain clear operational manuals and training resources.
- Foster a collaborative, professional, and inclusive team culture.

Risk, Compliance & OH&S

In collaboration with the CEO:

- Update and implement Occupational Health & Safety systems across all venue operations and events.
- Ensure compliance with all relevant legislation and regulations, including OH&S, fire safety, accessibility, liquor licensing, and public liability.
- Oversee risk assessments and safety planning for all events, hires, and activities, as required.
- Maintain incident reporting systems and proactively address hazards and risks.
- Coordinate emergency procedures, including fire warden and first aid training.
- Ensure all contractors, artists, and hirers meet compliance requirements, including insurance and safety documentation.

Other Duties

- Undertake additional duties in line with operational requirements as requested by the CEO.

Selection Criteria

Essential Skills & Experience

- 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.

Desirable Skills & Experience

- Experience in installing or overseeing the safe installation, operation and maintenance of artworks, staging, lighting, AV, and rigging equipment.
- Managing relationships with casual staff and contractors in a supportive and inclusive environment.
- Experience running or working in a licensed bar, including stock control and supplier relationships.
- Experience contributing to strategic venue activation or public programming.
- Understanding of accessibility and inclusive practice in arts and cultural spaces.
- Experience working with local government or within a council/government-owned facility.
- Experience working within the arts, cultural or non-profit sector.

Licenses & Certifications

Required (or willingness to obtain):

- Responsible Service of Alcohol (RSA) Certificate
- Current First Aid Certificate
- Working with Children Check
- Working at Heights Certification
- Elevated Work Platform (EWP) Licence
- Manual Handling Training
- Working with Children Check

Terms and Conditions:

- The salary is \$70,000 (\$42,000 at 0.6 FTE), plus 12% superannuation
- This is a fixed term one year position, with renewal subject to funding and performance
- This role requires flexible hours (45.6 hours per fortnight) to support the delivery of programs and activities across the week
- The position is based at Brunswick Mechanics Institute, 270 Sydney Road, and due the role's requirements, it is expected that the majority of hours will be worked onsite
- A three month probation period applies

Next Wave's employment policy

We value the rich contributions to the arts made by people from various backgrounds, and we aim to have a diverse group of people working at Next Wave. We are an equal opportunity workplace and we strongly encourage applications by First Nations people, people of colour and people from a culturally and linguistically diverse background, people with disabilities and people from the LGBTIQ+ community. We understand the needs of people with family obligations and we provide a flexible working week and part-time positions. We understand artists' and producers' working lives, and, by negotiation, we allow time-off for independent practice. Our philosophy is based on generosity, empathy, and a commitment to deep work satisfaction for employees. We know that this is repaid in retaining committed, passionate staff members who live and breathe the values of the organisation. Next Wave is committed to healthy work culture that supports staff well-being, work performance, safety, individual and workplace morale and psychological health

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

Applications close Friday 8 May, 5pm

Further Information:

Should you have additional questions or would like to discuss the role further, please contact:
Elyse Goldfinch, CEO
elyse@nextwave.org.au