

POSITION AVAILABLE: Mechanics Institute Producer

Next Wave is looking for an experienced Producer with a broad skill-set and strong initiative to oversee the management of Moreland City Council's Mechanics Institute.

Mechanics Institute Producer will oversee all operational aspects of the Mechanics Institute, including the establishment of new systems and processes, playing a central role in the delivery of Next Wave's and Moreland City Council's strategic goals for the venue.

The successful applicant should be enthusiastic and knowledgeable about contemporary performing arts, but ultimately have a strong sense of all things venue management as they will coordinate all venue hire logistics, budgeting, staffing and programming activities for the site.

Aboriginal and Torres Strait Islander people, people with disability, and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.

Please continue reading for more details including the full position description and selection criteria.

Position Title: Mechanics Institute Producer
Currency: 0.8EFT, July 2017 - July 2019
Location: Mechanics Institute, Sydney Road, Brunswick and Next Wave Office, Meat Market, North Melbourne.

This role requires some flexibility in terms of hours and location including minimum one day per week during business hours in the Next Wave office venue. This will include some after hours, subject to venue hires.

Remuneration: \$57,000 pro rata (plus 9.5% superannuation)

Applications Close: **5pm (AEST) Monday 22 May 2017; late applications will not be accepted.**

Applicants must be available for interviews on Monday 5 June 2017. Interviews will be held at the Next Wave offices in North Melbourne; we can also conduct interviews via Skype if required. Please note, shortlisted applicants will be required to be available for induction and handover at the venue in the afternoon of 30 June 2017.

Applicants are advised to carefully read the detailed Position Description below. You should also familiarise yourself with the Vision, Mission and Values outlined on Next Wave's website, as a first step.

Applications are due by 5pm (AEST) Monday 22 May 2017. Please submit your application [via Recruiterbox](#) as one single PDF document.

Applications must include:

- A CV that includes contact details for 2 current referees

- A two page document (maximum) telling us about how your experience responds to the Key Competencies and Selection Criteria (see below) and why you would like to work with Next Wave.

Please note that it is not necessary to include a cover letter.

You are encouraged to speak with us prior to submitting your application. Enquiries about the position can be directed to Georgie Meagher, Director, on (03) 9329 9422 during business hours.

Please see below for a Position Description and the selection criteria...

Position title: Mechanics Institute Producer

Reporting line:	Next Wave's Deputy Director
Direct reports:	<ul style="list-style-type: none"> • Next Wave Administration Assistant • Casual venue staff (Tech, FOH/Bar)
Key interfaces:	<ul style="list-style-type: none"> • Next Wave's Director/CEO, Marketing & Communications Manager, Business & Operations Manager, Moreland City Council staff, venue hirers, sponsors and contractors including Risk Manager

Purpose of role:

In making a positive and significant contribution to the success of the management of the Mechanics Institute (MI), this position will work in conjunction with Next Wave's CEO, Deputy Director and staff to build and maintain relationships to support the growth of Moreland City Council's Mechanics Institute (MI). With guidance from the Deputy Director, the Mechanics Institute Producer will manage all operational aspects of Mechanics Institute venue, including financial, staffing, administration, outside 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. In addition, this role will oversee key tasks related to the transition period for the new management of the venue.

Accountabilities and tasks:

Accounts, Finance and Reporting

- Manage Mechanics Institute budget and ensure income targets are met
- Work with the Deputy Director to implement financial controls and monitor financial risks across the venue
- Liaise with Next Wave's Business and Operations Manager and Administration Assistant to ensure the efficiency of all business systems related to the processing of Mechanics Institute fortnightly payroll and accounts payable and receivable
- Provide regular budget updates and reports to the Deputy Director, CEO and key stakeholders including Moreland City Council
- Support the Deputy Director to prepare financial statements and statistical analysis for the purposes of grant acquittals, auditing and reporting purposes

Venue Operations and Risk Management

- Support Next Wave's team in the changeover of liquor license
- Building inductions including for staff, visitors and hirers
- Be the primary contact for all venue hire enquiries and manage all venue bookings including site visits and quotes
- Building maintenance coordination (primary liaison point with Council and contractors)
- Risk management and ensuring implementation of policies and procedures
- Managing licenses and venue hire agreements

- Ensure that all venue stakeholder regulations and statutory requirements are met in relation to Next Wave's risk management process
- Liaise with a contract Risk Manager in the implementation of Risk Management obligations for the venue
- Oversee the effective implementation and management of all OH&S systems for staff, venue hirers and patrons
- Undertake First Aid Warden and Fire Warden responsibilities and training as required.
- Maintain an up to date Scissor Lift license as required

Marketing & Partnerships

- With the support of Next Wave's, liaise with Council in the rebranding of the Mechanics Institute venue
- Manage venue subscriber lists
- Build the MI brand through social media platforms and managing and updating the venue website
- Oversee systems and 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 MI programs and events

Programming

- Contribute to Mechanics Institute programming meetings and manage key community events in the venue
- Support Next Wave's Artistic Team in the operations and logistics for Next Wave programs and events at the venue
- Actively contribute to the Next Wave team by engaging with partners and other venues across the City of Moreland

Human Resources

- Coordinate the recruitment and training of high performing casual staff
- Casual staff rostering and management
- Manage the staffing requirements and related scheduling for the venue including Front of House, bar attendants and technical crew

Office Systems

- Review and update of operational policies and business procedures during the transitional period under new management
- Maintain all Mechanics Institute office systems with support from Next wave's Business and Ops Manager, including the establishment of new processes as required
- Maintain business systems related to asset management, equipment and inventory
- Work with the CEO and Deputy Director in the design and implementation of artist and venue contracting documents and systems

Organisational Policy

- Under the direction of the Deputy Director, coordinate the implementation of policy and strategy regarding sustainability, access and ATSI policies and procedures in relation to the venue

Key Competencies and Selection Criteria:

- Demonstrated interest in contemporary performing arts
- Prior experience in venue operations
- Demonstrated administrative and organisational skills, including budget management combined with practical hands-on producing capabilities
- Demonstrated leadership qualities in driving results and building/maintaining relationships
- Excellent communication skills and the ability to liaise and manage a diverse range of people including the general public, artists, staff and key stakeholders