

# VITALSTATISTIX

Waterside Workers Hall  
Kurna Country  
11 Nile St, Port Adelaide SA 5015  
[vitalstatistix.com.au](http://vitalstatistix.com.au)

## **POSITION DESCRIPTION: Production and Venue Manager**

**Hours:** Part time (0.6-0.8FTE + additional hours as required)  
**Reports To:** Executive Director / Co-CEO  
**Direct Reports:** Contractors as required

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### **Purpose Statement**

The Production and Venue Manager is responsible for the daily operation of Waterside Workers Hall as well as production management of Vitalstatistix's residencies and public performance program.

This role reports to the Executive Director / Co-CEO and works closely with them on the management of the venue. The role also works with the Artistic Director / Co-CEO and Program and Communications Coordinator on the performance program.

The Production and Venue Manager provides input into operational plans and documentation, supports financial planning and business planning through information sharing, and acts as the primary point of contact for external venue hires.

### **KEY DUTIES & RESPONSIBILITIES**

#### **Venue Management**

- Coordinate the hiring of the premises by third parties including handling enquiries, scheduling bookings, issuing contracts, maintaining key register, forwarding invoices, maintaining data regarding potential hirers and statistics on usage.
- Manage the cleaning, maintenance, rubbish removal, building and equipment repair and storage, and ensure that statutory obligations are met, in relation to the organisation's premises.
- Develop and implement policies and procedures, as approved by the Board, for best practice management of the premises and its use by hirers, including implementation of a risk management plan covering all aspects of venue equipment and facilities.
- Ensure that venue hire is appropriately scheduled around Vitalstatistix's programming activity, to prevent conflict with core business.
- Hire, induct and supervise casual production and front-of-house staff engaged in the organisation's activities and overall operations, within budget scope.

- Develop a plan for, and coordinate, the use of the organisation's premises to ensure it meets WHS requirements both for internal and external activities.
- Manage stock, purchasing and audit procedures for the bar.
- Ensure liquor and other licences are obtained in a timely manner, with any issues escalated to the Executive Director / Co-CEO as required.
- Ensure that all staff are aware of external activities occurring within the hall.

### **Production Management**

- Work directly with artists and others engaged with Vitalstatistix, ensuring all production and technical needs are addressed and planned in conjunction with other team members.
- Identify when additional or more specialised production support may be required, and assist in the recruitment of such.
- Manage and communicate with artists, partners, and suppliers on all production schedules, including bump in and out schedules.
- Manage the overall production and venue budget, and individual production budgets, ensuring great record keeping, with a high attention to detail.
- Source and purchase/hire all production, technical and operational equipment required to produce and stage Vitals' residencies, performances, and presentations
- Build and leverage trade relationships, network and spread goodwill, to secure economies and discounts, providing support to other organisations and independent artists through the sharing of equipment and expertise.
- Contribute to the wrap up and reporting processes, including grant acquittals.
- Maintain processes and procedures as appropriate to ensure smooth delivery of all elements of the program.
- Work closely with the Artistic Director / Co-CEO and Program and Communications Coordinator to ensure that the needs of artists are met, ensuring that the Executive Director / Co-CEO is kept abreast of all successes and challenges as they arise.

### **Compliance**

- Ensure that all maintenance requirements are addressed in a timely manner, and that the venue is safe for use at all times.
  - Update and maintain operational policies and risk management procedures for venue and production related matters.
  - Escalate issues to the Executive Director / Co-CEO and/or Artistic Director / Co-CEO when necessary.
  - Work with the landlord's appointed building manager on issues that fall outside of Vitalstatistix's scope.
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## **COMPETENCIES AND EXPERIENCE**

### **Essential**

- Demonstrated minimum five years recent experience in venue and/or production management.
- Knowledge of the South Australian/Australian arts landscape.
- Highly confident, with the ability to lead and motivate others when working in fast-paced environments.
- Planning and problem-solving skills and experience.
- Strong communication and relationship management skills with experience working collaboratively with artists, production crew and front of house staff.
- Experience and passion for people and great workplace culture.
- Demonstrated commitment to inclusive and culturally safe workplace practices.
- Unrestricted Driver's Licence

### **Desirable**

- Experience in contemporary performance, experimental art, and/or multidisciplinary arts sectors.
- Certifications in: First Aid, Responsible Service of Alcohol, Warden, Mental Health First Aid.
- Project management/producing experience.
- Qualifications in technical production and/or hospitality.
- An existing network of technical and production workers.