

<b>Position</b>	Program and Operations Manager
<b>Reporting to</b>	Executive Producer
<b>Location</b>	27a Cromwell Road South Yarra VIC 3141
<b>Salary details</b>	\$45 000 to \$48 000 per annum
<b>Position type</b>	Full Time
<b>Subordinates</b>	Program Assistant (0.2 EFT), casual and contract staff, volunteers
<b>Employment duration</b>	Initial six month contract, with a three month probationary period.
<b>Entitlements</b>	Standard superannuation, work cover and leave conditions apply, in addition to salary. Some limited out of hours work should be expected.

### Polyglot's Vision

Polyglot ignites children's imaginations, inspiring a culture of true creativity.

### Polyglot's Mission

Inspired by their art, play and ideas, Polyglot creates interactive works for children that expand the possibilities of theatrical experience.

### Polyglot's Values

- *Accessibility* to our audiences in price, place and process.
- *Collaboration* with children and peers in our creative processes, encouraging partnerships.
- *Diversity* of audiences and participants, activity and income.
- *Excellence* in process, production, performance and operations.
- *Innovation* in our work to enable discovery of new theatrical forms.
- *Resourcefulness* in order to make seemingly impossible things happen.
- *Respect* for our artists, audiences, colleagues, and for the insights of children.
- *Sustainability* of operations and of artistic work.

### About Polyglot

Inspired by the artistry of children, Polyglot makes interactive theatre where audiences take an active part in the creation of imagined worlds. Our artists view children as collaborators, facilitating a professionally-led artistic process to create experiential and installation performance for children aged up to 12 years where audiences actively participate in performance through touch, play and encounter. At Polyglot, theatre *is* child's play.

In 2009, Polyglot performed 155 performances of seven works, four community engagement projects, two creative developments and 431 workshops, reaching a total of 57, 338 children in four countries. This year, our performances include tours to the USA, China, Korea, England, Ireland and Scotland, igniting children's imaginations everywhere from tiny Victorian country towns to the world's leading arts centres.

### Polyglot's Organisational Goals



**Engage:** to empower and collaborate with children, recognising their unique creative voice.



**Create:** to create high quality interactive performance works for children.



**Profile:** to position Polyglot as Australia's leading exponent of interactive children's theatre.



**Resource:** to seek diverse means of resourcing of our creative activity.



**Operate:** to be an energetic, strategic and rigorous organisation.

For more information on Polyglot and our activities, visit [www.polyglottheatre.com](http://www.polyglottheatre.com)

## **POSITION OVERVIEW**

The Program and Operations Manager works closely with the Executive Producer and Artistic Director in the realisation of Polyglot's annual program. S/he is an energetic and skilled administrator with a strong understanding of artistic process and a commitment to best practice in the presentation of theatrical performance made in collaboration with children. S/he will possess highly developed organisational, theatre production and communication skills, with demonstrated experience of project management in complex situations, performing arts touring, theatre technical and venue management, OH&S and an understanding of artistic and/or academic evaluations of creative processes.

## **AREAS OF RESPONSIBILITY**

### **1. Program & Production Management – New Work and Community Projects**

- Develop and implement project plans outlining the artistic and production processes for the development of all new works, in collaboration with the Executive Producer and Artistic Director.
- Prepare contracts as required for key contract personnel.
- Coordinate school and community groups to be engaged in the creative process with Polyglot's creative teams for the creation of new works.
- Coordinate Polyglot's *Feed The Art* program of artistic replenishment and appraisal (see [http://polyglotpuppets.com.au/feed\\_art](http://polyglotpuppets.com.au/feed_art) for details).
- Oversee thorough documentation and detailed evaluations of all new works.
- Oversee production management of new works (including management of contract Production Managers and Project Managers as required).
- Oversee OH&S, logistics, and scheduling of new work.

### **2. Program & Production Management – Workshops and Roving Performances**

- Manage and oversee all aspects of Polyglot's workshops and roving performances programs, including actively seeking new bookings and coordinating the programs' implementation.
- Oversee logistics and scheduling of workshops and roving program (including managing bookings, coordinating, contracting and training of tutors and roving performers, ordering workshop materials, coordinating vehicles, documentation and evaluation, OH&S etc).
- Manage budgets for Workshops and Roving acts in collaboration with the Executive Producer

### **3. Program & Production Management – Touring Repertoire**

- Coordinate the operational, technical, logistical and travel needs for Polyglot's touring productions, including briefing of contract Production or Tour Manager where appropriate.
- Liaise with and determine the needs of performers, creative personnel, Polyglot's administrative staff, and presenting partners on Polyglot's touring productions from an operational, technical, production and logistical perspective.
- Assist the Executive Producer in development of national touring as directed.
- Develop and maintain up-to-date technical specifications and plans for Polyglot's touring shows.
- Other technical, production, technical or tour logistical duties as agreed with the Executive Producer and Artistic Director.

### **4. Venue and Asset Management**

- Manage the physical, technical and logistical requirements of Polyglot's premises (including appropriate liaison with the Landlord as appropriate).
- Actively seek and manage venue hirers in line with Polyglot's strategic plan.
- Manage the Venue Budget in consultation with the Executive Producer.
- Maintain technical equipment and the company's premises according to maintenance schedules.
- Oversee production supervision to venue hirers including arranging casual technicians to supervise where appropriate.
- Be responsible for fire safety and evacuation procedures and hold regular fire drills with staff and users of the Venue, including instructing hirers in these regulations and procedures.
- Oversee all venue contractors including cleaners, waste removal and security providers.
- Induct and train casual staff as required.
- Develop, maintain and implement systems for puppet and set storage.
- Coordinate maintenance and scheduling of Polyglot's touring vehicles.

## **5. Additional Duties:**

- Develop and manage an Occupational Health & Safety program for Polyglot, taking responsibility for monitoring OH&S standards and risk assessments for all of Polyglot's activity
- Develop and maintain systems and processes surrounding the project and production management of Polyglot's program.
- Attend weekly staff meetings, contributing to strategic planning sessions and meeting with and preparing reports for the Executive Producer as required.
- Network with key stakeholders including attendance at industry meetings and functions.
- Prepare a personal professional development plan, including engaging with Polyglot's *Feed the Art* program.
- Engage in performance reviews and training programs as required.
- Other duties as required as negotiated with the Artistic Director and Executive Producer.

## **KEY SELECTION CRITERIA**

- Working knowledge of the daily operations of a small arts company with demonstrated experience in arts administration
- Demonstrated experience in project management including the creation of new artistic work preferably in a community or education setting and/or in working with young people.
- Demonstrated experience in production managing events, performances and tours to a high standard.
- Experience in venue and/or theatre technical management (including lighting, sound, AV, staging).
- Understanding of employer obligations required under the Occupational Health & Safety Act.
- Ability to manage a variety of competing priorities and projects simultaneously with a strong attention to detail.
- Ability to work independently and as part of a team, with a proactive approach to duties
- Highly developed computer literacy.
- Excellent written and verbal communications and interpersonal relations.
- An interest in performance for young people, interactive and installation theatre.

## **Additional Desirable Skills and Experience**

- Current manual drivers' license
- Experience in academic and/or creative evaluation of complex artistic processes