



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Theatre Coordinator



The Shire is an Equal Employment Opportunity employer and aims to create a strong and diverse workforce.

1. **TITLE and POSITION NUMBER:** Theatre Coordinator (035)
2. **LEVEL:** Level 8/9 as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent
4. **DEPARTMENT/SECTION:** Strategy and Community / Cummins Theatre

5. **POSITION OBJECTIVES**

Reporting to the Manager Community and Culture, the Theatre Coordinator is responsible for the competent and efficient management of the Cummins Theatre (the Theatre), ensuring high-quality operations, programming, and facility maintenance. The role will actively encourage, support, and promote cultural, artistic, and community-based activities across the Shire.

The Theatre Coordinator will foster inclusive participation, develop partnerships with local groups, schools, and artists, and deliver programs and events that strengthen community engagement, celebrate local identity, and enhance access to diverse arts and cultural experiences.

6. **REQUIREMENTS OF THE POSITION**

Skills

- Ability to manage human, physical and financial resources to achieve successful operation of the Theatre.
- Demonstrated ability to plan, develop and deliver social and cultural programs and activities both at the Theatre and within the community.
- Well-developed organisational skills.
- Advanced written and oral communication skills.
- Developed problem solving and negotiation skills.
- Well-developed interpersonal and customer service skills.
- Demonstrated ability to provide leadership and to work in a team environment.
- Online media literacy with skills to develop and deliver marketing, publicity and promotional activities.

Knowledge

- Excellent understanding of theatre and/or event management processes and practices.
- Knowledge of current cultural and artistic trends, community needs and legislative requirements.
- Sound understanding of local government organisational and operational procedures.
- Sound knowledge of cultural, artistic, and community-based policy development and implementation processes.
- Sound understanding of accounting, human resources and administrative requirements.

- Understanding of contemporary cultural/artistic issues and challenges affecting early childhood, youth, seniors and multi-cultural groups.
- Applied Workplace Health and Safety and Risk Management knowledge.

Experience

- Experience in facility management.

7. KEY DUTIES/RESPONSIBILITIES

Management

- Implement work plans to deliver on the priorities of the Council Plan and regularly report on progress.
- Manage the day-to-day operations of the Theatre effectively, including support with usage of basic lighting and audio-visual systems.
- Facilitate the selection, induction, training and development, performance management and appraisal of Theatre staff when required.
- Formulate and manage operational policies and procedures to achieve Council's goals and objectives.
- Plan, develop and implement the promotion and delivery of programs, shows, community events and community engagement services.
- Source programs, shows, community events and community engagement services for the Shire.
- Manage the Shire's Annual Community Grants submissions.
- Manage Quick Grant applications.
- Develop effective working relationships with stakeholders to ensure their needs and those of the Shire are met.
- Develop effective working relationships with community members and community groups to support community lead events and functions.
- Support the development and implementation of marketing, promotion and publicity for the Theatre and its services.
- Professionally represent the Theatre, Shire and Council when attending external committees, conferences, and functions.
- Maintain a high level of personal and professional presentation.
- Ensure the Theatre is safe and clean for all staff and users.
- Prepare and administer operational budgets and community grant applications.
- Monitor expenditure and identify cost efficiency opportunities.

Administration

- Set up and pack down/bump in and bump out of events and productions.
- Manage financial operations and ensure accurate and detailed records relating to the operations of the Theatre are maintained and reported on.
- Ensure Theatre resources are managed efficiently and cost effectively.
- Oversee the development and delivery of programs and shows, and evaluate these to ascertain if they meet community needs.
- Identify opportunities for external funding and prepare grant applications.

- Maintain effective communication with all stakeholders and users of the Theatre.
- Liaise with the Manager Community and Culture regarding maintenance of the facilities.
- Attend to after hours requests if required.
- Coordinate bookings for the Shire's artist residence (56 Kitchener Rd).
- All other duties as directed from time to time by the Manager Community and Culture, Executive Manager Strategy and Community and/or Chief Executive Officer.

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Manager Community and Culture

Supervision of: Community Development Officer

Internal and External Liaison

Internal: Chief Executive Officer
Executive Manager Strategy and Community
Other Executive Managers
Other Shire Staff

External: Clients and Customers of the Theatre
Artists, Presenters, Tour Managers and Agents
Community groups and members
Schools
General Public
Funding Bodies
Government Departments

9. EXTENT OF AUTHORITY

Operates under the direction of the Manager Community and Culture within established guidelines, procedures and policies of Council as well as the statutory provisions of the Local Government Act 1995 and other legislation, and perform other duties as required by management within the classification level and scope of the position.

Theatre Coordinator administers the budget as approved by Council and contributes to policy matters as ratified by Council.

10. SELECTION CRITERIA

Essential

- Demonstrated experience in the management, operation and supervision of venue and event coordination.
- Demonstrated ability to plan, develop and implement the management of human, financial, information and physical resources to deliver responsive, efficient and effective recreational programs and services.
- Experience in leading and managing small teams.
- Experience in broad-based community liaison and consultation.

- Proven high-level organisation and problem-solving skills.
- Current WA C Class Drivers' license.

Desirable

- Understanding of local government processes, policies, procedures and community engagement practices.
- Tertiary qualifications or extensive experience in the performing arts field and/or venue management.
- Current First Aid Certificate and CPR, or willing to attain.

11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination, including Drug Test, as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022* along with the Shire's Work Health and Safety Policy.
- All staff must understand and comply with the Shire Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>New Employee</i>	New Employee Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO Signature:	Date: