

POSITION DESCRIPTION

WOLLONDILLY PERFORMING ARTS CENTRE LEAD

POSITION TITLE	Wollondilly Performing Arts Centre Lead	POSITION CODE	CCS240
DIRECTORATE	Shire Services	SECTION	Community, Arts & Tourism
REPORTS TO	Manager Community, Arts & Tourism	GRADE	K
DATE PD APPROVED	November 2024	LOCATION	Picton
DATE PD REVIEWED	August 2026	DIRECT REPORTS	6

COUNCIL OVERVIEW

Working at Wollondilly Shire Council, you will help to achieve our organisational vision to make Wollondilly Shire an even better place, together. All of our staff live and role model our Corporate Values of Accountability, Agility, Service Excellence, Integrity and Collaboration.

PRIMARY PURPOSE OF THE POSITION

The purpose of this role is to provide strategic and operational leadership of the Wollondilly Performing Arts Centre (PAC), positioning it as the region's premier performing arts, cultural and community destination. The Wollondilly Performing Arts Centre Lead is responsible for shaping the vision and future direction of the PAC, leading a high-performing team, driving programming, venue utilization and community engagement, securing external funding opportunities, and fostering a safe, inclusive and engaged workplace that empowers staff to deliver exceptional cultural experiences and community outcomes.

KEY ACCOUNTABILITIES

1. Lead the vision, strategic direction and overall performance of the Wollondilly Performing Arts Centre, ensuring it operates as the region's premier performing arts, civic and cultural venue while delivering exceptional community outcomes
2. Lead the development and delivery of an innovative, financially sustainable and diverse performing arts, community and commercial program that maximises utilisation of the entire venue and builds audience participation.
3. Drive venue utilisation, commercial hire opportunities, membership growth, sponsorship and other revenue initiatives that strengthen the long-term sustainability of the PAC.
4. Build, lead and develop a high-performing, inclusive and customer-focused team by providing clear direction, mentoring, strategic leadership, workforce planning, recruitment, performance management and professional development, while fostering a positive culture that reflects Council's values.
5. Implement and maintain operational and administrative policies, procedures and manuals.
6. Develop and monitor the operating budget.
7. Ensure ongoing compliance with the Liquor Licence and associated legislative requirements, including undertaking and maintaining the role of Venue Approved Manager.
8. Lead the identification, development and submission of grant and sponsorship opportunities to support strategic initiatives, infrastructure improvements and expanded programming.
9. Ensure the Performing Arts Centre operates as an integrated part of Council, aligning with corporate governance, systems, policies and procedures, and collaborating effectively with relevant teams across the organisation to deliver cohesive outcomes.
10. Oversee the marketing and communications campaign that promotes Wollondilly as an ideal destination for performing arts, working collaboratively with the Marketing and Communications teams.

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11. Develop and maintain strong partnerships with artists, presenters, hirers, community organisations, government agencies, sponsors and the broader performing arts industry to position the PAC as a recognised regional destination.
12. Ensure the integration of surrounding facilities that can be promoted alongside the PAC to increase the offering and available function space.
13. Prepare Council reports and presentations as required.
14. Lead and manage all WHS and risk management procedures and policies for the PAC.
15. Additional duties as required within the limits of the employee's skill, competence and training.

KEY CHALLENGES AND COMPLEXITIES

1. Working within a Council experiencing rapid growth, whilst ensuring the PAC meets the expectations of Council, the community and funding bodies.
2. Working to develop a cost effective and high level of service that doesn't sacrifice a quality performing arts offering, maintaining compliance with relevant legislation, regulations, Council policies and guidelines.
3. Building a strong, cohesive and positive team culture to deliver a high-quality service to the community.
4. Ensuring the Performing Arts Centre operates as an integrated part of Council, aligning with corporate processes, policies and procedures, and collaborating effectively across the organisation.

KEY RELATIONSHIPS

INTERNAL INFLUENCE?

WHY?

Employees, Managers, Directors

The position acts as a source of information to council staff. Decisions usually affect one team or working group.

EXTERNAL INFLUENCE?

WHY?

Residents and ratepayers

The provision of specialist professional services and advice to external parties, on behalf of Council.

AUTONOMY AND DECISION MAKING

The jobholder provides specialist professional services and advice. Situations are often complex and/or of high significance. Decisions are made within the scope of Council's policies as delegated from time to time by the Chief Executive Officer. Please see delegations list for full description of authority.

CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council's Code of Conduct, Policies, Protocols and Procedures at all times.

FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council has employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

RISK RESPONSIBILITIES

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

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CAPABILITIES OF THE POSITION

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

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Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	• Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate behaviour • Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct • Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships Community and Customer Focus	Advanced	• Demonstrates a thorough understanding of the interests, needs and diversity in the community • Promotes a culture of quality customer service • Initiates and develops partnerships with customers and the community to define and evaluate service outcomes • Ensures that the customer is at the heart of business process design • Makes improvements to management systems, processes and practices to improve service delivery • Works towards social, environmental and economic sustainability in the community/region
Results Deliver Results	Adept	• Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Procurement and Contracts	Adept	• Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met • Takes appropriate actions to manage and mitigate procurement and contract management risks

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Workforce Leadership
Manage and Develop
People

Adept

- Seeks to understand the individual strengths, weaknesses, goals and concerns of team members
- Defines and communicates roles and responsibilities and sets clear performance standards and goals
- Coaches team members to help improve performance and development
- Regularly discusses performance with team members and provides accurate, constructive reviews
- Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals
- Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way

SELECTION CRITERIA

INHERENT REQUIREMENTS

Essential Experience

- Demonstrated experience leading a performing arts venue, or a comparable venue, including driving strategic direction, programming, venue utilisation, commercial performance and audience growth.
- Demonstrated experience developing and implementing strategic plans, policies, procedures and governance frameworks which support the successful operation of a public venue or comparable facility.
- Demonstrated financial management experience, including budget development, monitoring and identifying opportunities to improve commercial performance and long-term sustainability of the venue.
- Demonstrated experience identifying, preparing and securing grants, sponsorships and other external funding opportunities.
- Demonstrated experience building, leading and inspiring high-performing, customer-focused teams and fostering a positive, values-led culture to deliver exceptional customer experiences.
- Exceptional communication, negotiation and presentation skills with the ability to influence and build productive relationships across all levels of the organisation, community, industry and commercial stakeholders.
- Highly developed planning, organisational and project management skills, with the ability to manage competing priorities and deliver high-quality outcomes.

Essential Qualifications, licences and tickets

- University degree qualifications and/or extensive experience in performing arts centre management or venue and event management or similar experience at a senior level.
- Current registration, or the ability and willingness to obtain and maintain registration, as the Venue Approved Manager under the *Liquor Act 2007 (NSW)*
- Current NSW Responsible Service of Alcohol (RSA) competency card and Working with Children Check or willingness and ability to obtain prior to commencement

DESIRABLE REQUIREMENTS

- Nil

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ACCEPTANCE OF POSITION

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

WHS PHYSICAL TASK REQUIREMENTS

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PHYSICAL TASK REQUIREMENTS

Physical Demands – General

- Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and/or mouse.
- Writing – tasks require written correspondence to be done.
- Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
- Sitting – tasks involve the prolonged periods in a seated position.
- Standing – tasks involve prolonged periods of standing
- Walking – tasks involve walking on uneven, slippery or sloping surfaces

Physical Demands – Manual Handling

- Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
- Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
- Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels
- Climbing – tasks involve climbing in and out of the cabin of plant
- Leg/Foot Movement – tasks involve use of leg and/or foot to operate machinery
- Working at Heights – tasks involve the use of ladders, or elevated platforms that lift from the ground
- Operating Machinery – tasks involve operating Minor plant such as a lawn mower, brush cutter, leaf blower, chainsaw etc.
- Light lifting/carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials
 - Light 0-9kg

Working Environment

- Working indoors – tasks involve exposure to air conditioning and non-air conditioned work spaces.
- Working in a Noisy Environment – tasks involve working on or around noisy plant or machinery where you would need to raise your voice above environmental or background noise to be heard

Psychological Demands

- Information ordering – tasks involve arranging things in a certain order.
- Language skills – tasks involve the ability to read, analyse & interpret reports, correspondence, forms, technical drawings, legislation and policies.
- Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.
- Mathematical Deduction – tasks involve the ability to calculate figures and amounts and to apply mathematical concepts to practical solutions
- Dealing with the public – tasks involve regular contact with the public using tact and diplomacy.
- Supervising Staff – tasks involve the direct supervision of staff.

WORK HEALTH AND SAFETY

Supervisors – are responsible for the application of Councils WHS Policies, procedures within their area of control.

Responsibilities

- Exhibit understanding of, compliance with and adherence to, your obligations, rights and responsibilities under the Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulation 2011 (NSW), including amendments.
- Conduct an induction with all new employees.
- Ensure that all staff under their area of control receive adequate information, instruction and training for the tasks assigned to them.
- Ensure that all relevant PPE is provided and that staff are instructed in the correct use and maintenance of such.
- Ensure staff are aware of all relevant WHS management systems, procedures or any specific workplace hazards applicable to their area of work.
- Ensure that all high risk activities are documented in Safe Work Method Statements and that the directions contained in the statements are complied with.
- Ensure that risk assessments are conducted for all activities prior to the start of any maintenance or construction work.
- Investigate all incidents, accidents near misses and implement preventative and corrective action to prevent a recurrence of the incident.
- Provide leadership and set an example with regard to WHS in the workplace.
- Assist in the development and review of WHS management systems in their area of control.

Authorities

- To direct any person under their area of responsibility to comply with Councils WHS Policies and procedures.
- To assign and control allocated resources to resolve WHS issues within the financial allocation of their section.
- To conduct verification activities of the work activities and/or places of work under their area of control to ensure that WHS policies and procedures are being complied with.

Employees – must cooperate with the employer as far as they are reasonably able to ensure the provision of a safe and healthy place of work.

Responsibilities

- To comply with all reasonable direction given to them by their immediate Supervisor.
- To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements, Safe Operating Procedures or Risk Assessments
- To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
- Ensure that all incidents and near misses are reported to their immediate Supervisor.
- To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
- To be proactive in the identification of potential hazards that may be present in the workplace.

Accountability

- Supervisors will be held accountable for failing to comply with Work Health and Safety responsibilities listed above.

Authorities

- Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
- Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

ACCEPTANCE OF WHS REQUIREMENTS

I have read and understand the contents of the WHS Physical Tasks and Requirements for my role and agree to work in accordance with the requirements of the position.

Signature:

Date: