

# Biirrinba Regional Arts Centre (BRAC) Venue Manager

## Clarence Valley Council

**Maclean, NSW**
**Permanent Part Time – 42 hours per fortnight with potential for additional hours**
**$52,608 - $62,736 plus superannuation per annum (pro rata based on 21 hours)**

## Working at Clarence Valley Council

**Our goal is simple. We want Clarence Valley to be a community full of opportunity. We know that starts with our people.**

Located in the heart of the Northern Rivers, the Clarence Valley is a special place to call home. With over 100km of stunning beaches, national parks and 60 unique towns and villages to enjoy, we've got a massive backyard to look after.

As one of the region's largest employers, we provide the job security and career opportunities of a large organisation, with the warmth and connection of a local team.

We're currently working on some big plans to make the Valley even better by 2036, and we need people who are ready to roll up their sleeves and be a part of something truly important.

## Your opportunity

As the **Biirrinba Regional Arts Centre (BRAC) Venue Manager**, you'll be central to establishing all facets of the new centre. You're someone who thrives working across all facets of venue operations and programming where no two days are the same. You are innovative and creative, while also being able to oversee compliance and budgets. This is an exciting new project that needs an innovative and creative leader

## What you'll bring

**To thrive in this role, you'll bring:**

- Tertiary qualifications in arts, business, events or related field or equivalent relevant industry experience
- Demonstrated experience managing a venue of similar size and scale
- A current Class C Driver's Licence and Current Working with Children Check
- A willingness to build positive relationships with internal and external partners, and demonstrate our STRIVE values (Service, Teamwork, Respect, Integrity, Vision and Excellence) in everything you do.

### Apply now to join the team that's shaping the future of the Clarence Valley.

**Applications close at 11:30pm Tuesday 1 December 2026.**

To discuss this opportunity further, you can contact the hiring manager for a confidential chat: **Contact Jane Kreis, Regional Gallery Director, on 02 6641 7306.**

All applications must be lodged online via Council's website www.clarence.nsw.gov.au.

Please upload your **resume, cover letter, relevant certificates and licences** as per the position description.

You will also need to address the **target questions** – maximum 300 words per question.

**Q1.** Outline your education, experience and networks that will make you successful in this role.

**Q2.** Identify a difficult customer interaction that you've had. Tell us about what happened, what you did to resolve it and the outcome.

**Q3.** You are tasked with launching a new venue, what are the key tasks that you will focus on to ensure its success.

**Q4.** Outline your experience identifying and seeking funding via alternative funding sources? How did you go about this and what were your learnings?

### Other important information

All successful candidates will be required to undertake a drug and alcohol screening and a pre-employment medical check may be required.

This position is located at Council's Biirrinba Regional Arts Centre, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future.

At Clarence Valley Council, we believe our diversity is our strength. We strongly encourage applications from First Nations people, veterans, and individuals of all backgrounds and abilities.

## Why our team chooses Clarence Valley Council

- See the tangible results of your efforts in the streets, parks and infrastructure used by you and your loved ones every day.
- We invest in your potential through leadership programs, internal secondments and specialised training to keep your career moving forward.
- We empower you to lead a fulfilling life where family comes first - backed by a culture that genuinely respects your time.

We believe you shouldn't have to choose between an impactful career and a relaxed, coastal lifestyle. That's why we provide plenty of rewarding benefits so you can enjoy work and play in equal measure.

### You'll also be rewarded with a range of benefits

- Our popular flex time offering gives you more time to spend with the people who matter most.
- Our Fitness Passport program provides discounted gym and pool access, not just for you, but for your entire household.
- Leadership programs, study assistance, internal secondments and on-the-job training to invest in your potential.
- Your wellbeing is always a priority - we have a zero-harm commitment, and you can access 24/7 confidential support through our Employee Assistance Program (EAP).
- Long service leave after 5 years employment.