



POSITION DESCRIPTION

Title:	Program Manager
Hours:	Full Time: 37.5 hours per week The position is required to work out of hours and weekends when required. Office hours 10.00am – 6.00pm. Flexi time arrangements accommodate irregular working hours outside of office hours when required.
Basis of employment:	Two year contract; option of renewal on annual review
Salary range:	\$60-70,000 per annum, plus superannuation
Employment conditions:	Four (4) weeks annual leave. Time in Lieu available for agreed out of hours worked.

Performance Space's standard Terms and Conditions of Employment form part of this job description.

Applications Due: 5pm, Thursday 28 March 2019

ABOUT PERFORMANCE SPACE

Performance Space is the crucible for risk-taking artists. Emerging over 30 years ago in response to artists' articulated desire to explore and investigate new forms of art, Performance Space has consistently identified, nurtured and presented new directions in contemporary practice. We champion risk, experimentation, and new modes of creative expression. Performance Space continues to evolve and renew to meet the needs of the independent sector and explore new models for developing and presenting the most critical and important new work.

The breadth of our organisational and artistic activity is informed and underpinned by a commitment to diversity. Performance Space embraces a diversity of artistic and cultural perspectives as being fundamental to a vibrant and engaging experimental arts culture. We therefore privilege the work of Aboriginal artists, practitioners from diverse cultural backgrounds, artists exploring new takes on sex and gender, disability and artists pushing the boundaries of the human through experiments with new technology.

Performance Space is supported by the Australian Government through the Australia Council, its arts funding and advisory body; the New South Wales Government through Arts NSW; and the Visual Arts and Craft Strategy, an initiative of the Australian, State and Territory Governments.

For more information about who we are and what we do, please visit www.performancespace.com.au

POSITION OVERVIEW

The Program Manager is an exciting role within the programming team of Performance Space that has the opportunity to contribute to the development of Australia's finest experimental artists and assist in programming and delivering an international festival of experimental arts with a focus on the Asia Pacific region. We are a close team of 6 staff that increases to 14 over festival periods, and this role will intersect with every staff position.

Performance Space divides our staff activities across four broad areas of program, production, audience, and business development. The Program Manager reports directly to the Artistic Director and assists the Artistic Director to curate an exceptional program of experimental arts, executed to the highest professional standards. The Program Manager manages the delivery and budget management of our international festival of experimental arts *Liveworks* (including *Day for Night*) each October. The Program Manager will also take responsibility for the delivery of the annual *Artist Development Program*.

The Program Manager will maintain a commitment to research to inform programming and ensure staff stay abreast of the most recent developments in experimental arts practice and funding opportunities. This includes application writing and actively sourcing opportunities for financial and in-kind resources that support the delivery of the program, as well as the development of individual projects.

The Program Manager will be required to represent Performance Space at various industry and philanthropic engagement events, speak on industry panels or forums and may be required to travel interstate or overseas pending available funds.

The Program Manager is responsible for one part time staff member, the Program Coordinator, and two casual Festival Producers over *Liveworks*. Staff management duties include the development of work plans to align with agreed Performance Space goals, monitoring work loads, overseeing day to day duties and facilitating staff performance reviews.

PROGRAM MANAGER: DUTIES

Program Development

- Work with the Artistic Director to address the conceptual and logistical development of the Performance Space annual program
- Undertake research into interdisciplinary, Queer, Feminist, First Nations, Asia Pacific and Culturally Diverse practices to establish closer relationships with the sector and contribute to program discussion and development
- Ensure Performance Space establishes and follows a best practice standard of cultural protocols when working on First Nations programs, including organising Acknowledgements of Country and Welcomes to Country where appropriate
- Under the direction of the Artistic Director, identify and research artists and projects that align with Performance Space's artistic vision
- Prepare briefing documents and research materials for discussion with the Artistic Director and other Performance Space staff as required
- Undertake artist meetings and studio visits alongside the Artistic Director
- Assist artists to secure resources that advance the development and delivery of their projects
- Provide ongoing mentorship and advice to artists within the Performance Space program to assist in the development of their work.

Program Delivery

- Take responsibility for the delivery of the annual Performance Space Program including (but not limited to) staff management, artist liaison, and project budget management

- Oversee the logistical delivery of Performance Space projects in partnership with the Production Manager, and lead on the producing delivery of projects as directed by the Artistic Director, ensuring that projects are realised to the highest possible standard
- Oversee the development and delivery of all artist contracts, in consultation with the General Manager and supported by the Program Coordinator
- Prepare written copy and informative texts on selected Performance Space projects for curatorial, marketing and publicity purposes, working closely with the Marketing team
- Work with the Artistic Director and General Manager on the development and implementation of touring projects and programs.

Public Programs

- Curate and coordinate targeted audience development activities, public programs and related event management, including liaison with key partners, as it relates to specific projects
- Work closely with the Program Coordinator and Marketing and Development Manager to develop and implement promotional strategies for public programs.

Staff Management

- Manage the program team, including a part time Program Coordinator year-round and two casual Festival Producers to deliver against agreed project deliverables and the logistical needs of designated Performance Space projects
- Manage other casual staff and interns as required.

Financial, Philanthropy & Fundraising

- Work with the Artistic Director and General Manager to prepare project budgets, timelines and delivery plans for projects in or proposed for the Performance Space program
- Work with the General Manager to manage service providers including delivery and management of invoicing and payments
- Work with the General Manager to ensure that approved project budgets are monitored, managed and acquitted appropriately
- Work with the Artistic Director, General Manager and Marketing and Development Manager to identify potential project funding sources and applications for funding
- Prepare written funding applications and budgets for selected Performance Space projects
- Assist artists who are part of the Performance Space program with applications to funding bodies and manage budgets and auspice agreements for successful grants
- Curate and manage artists' performances for development and fundraising events and represent Performance Space at these events

Stakeholder Relationships

- Represent Performance Space at public events (e.g. industry forums, openings and special events) as required, alongside the Artistic Director and the General Manager
- Develop and deliver presentations for industry events and forums
- Develop and maintain external partnerships to enable to delivery of the Performance Space annual program, with oversight from the Artistic Director

Teamwork

- Work closely with other Performance Space staff in a coordinated approach to the development and presentation of work
- Provide support to the Artistic Director as required
- Undertake general duties as required including attending staff meetings, enquiries and office administration.
- Assist the Production Manager with management of equipment hires

PROGRAM MANAGER: PERSON SPECIFICATIONS

It is **essential** that the Program Manager has:

- Outstanding knowledge of experimental arts practice across performance, dance, visual arts, new media, sound and beyond; and the confidence and experience to engage with artists and audiences
- Exceptional written and verbal communication skills with experience writing on contemporary art and performance, for various contexts including curatorial statements and funding applications
- Leadership skills including personnel management, performance development and appraisal skills
- High level of financial and budget management skills
- Experience in program management and the delivery of large-scale contemporary or multiform arts projects
- A high level of organisational skill, logistics and problem solving experience and the ability to deliver multiple projects simultaneously
- Knowledge of contemporary First Nations and Culturally Diverse arts practice
- Flexibility to work some weekends and evenings and availability to travel.

It is **desirable** that the Program Manager has:

- Knowledge of contemporary arts practice in the Asia Pacific region
- Experience in curating public programs including artists' talks, residency showings, discussions and dialogues
- Knowledge of the local, state and national infrastructure that supports the development and presentation of hybrid arts practices
- Experience in working with specialists/experts from a broad range of disciplines beyond the arts
- A valid NSW driver's licence

HOW TO APPLY

To enquire about and/or apply for the post of Program Manager, please call Jeff Khan, our Artistic Director on 02 8571 9102 or email jeff@performancespace.com.au during business hours.

To apply for the post of Program Manager please send us:

- a curriculum vitae (cv) of no more than three pages;
- a cover letter addressing why you would like to work for Performance Space;
- a statement of no more than two pages that illustrates how your skills, knowledge and experience match the duties and person specifications.

Please ensure your full contact details including phone number and postal address, are included in your CV or covering email.

We will only accept applications by email. Please use the subject line 'Program Manager application'. Email your application to jeff@performancespace.com.au.

Please provide all attachments as PDFs.

The deadline is 5pm, Thursday 28 March 2019. Interviews will be held in the following week.

Performance Space is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.