



## PROGRAMS MANAGER

<b>Position Title</b>	PROGRAMS MANAGER
<b>Basis of Employment</b>	Full time (37.5 hours/week)
<b>Location</b>	The preference is that the Program Manager is based at the PAC Australia office, (Perth, Western Australia) however remote working conditions may be considered.  Some travel is required.
<b>Reports To</b>	Executive Director
<b>Salary</b>	\$80,000 per annum

### About PAC Australia

Performing Arts Connections Australia (PAC Australia) is a leading national membership organisation for the performing arts industry. Our role is one of national sector transformation through advocacy, connecting the industry and capacity building. We are a well-respected, non-profit organisation that has an impact disproportionate to our size - contributing to the cultural infrastructure of Australia for 34 years.

Our 230+ members are dispersed around the country in regional (45%) and metropolitan centres (55%). 135 of these run performing arts centres, about 65 are performing arts producing companies and about 30 are service organisations and consultants.

PAC Australia delivers a range of programs either on a scheduled basis, or in response to member priorities. Most significantly, we program and delivers the Australian Performing Arts Exchange (APAX), the premier national performing arts networking event. APAX is at the core of PAC Australia's strategic and operational activity.

## Position Statement

The Programs Manager is central to the delivery of APAX and other PAC Australia activities. Working in a small team and closely with the Executive Director, this position delivers a range of high-impact programs to further the objectives of the association, connect and develop our membership and contribute to the development of the broader sector. Working in a small team, the position requires high levels of adaptability and a diverse range of skills.

Involvement with PAC Australia would see you connected to a broad range of national (and increasingly international) presenting and producing contacts. The Programs Manager is a highly visible position within the organisation and requires an individual with a passion for the development of the live performance sector who can clearly articulate the priorities of PAC Australia and our members – and then deliver them.

## Key Duties

*You will be expected to collaborate closely with your team members in the delivery of your duties. Team members are expected to have a working knowledge of membership and event registration processes in order to promptly service members and stakeholders as required.*

Australian Performing Arts Exchange:

- Develop and maintain event schedules including the creation and maintenance of the Master Schedule.
- Manage conference speakers including the preparation of briefing documents, attendance at speaker briefings, managing the “meet and greet”, securing biographies, headshots and copies of presentations.
- Further develop and deliver supporting programs such as the buddy system, First Base, and Start Me Up, as well as additional delivery points throughout the year for extended APAX programs.
- Solicit, contact and service sponsors and exhibitors including, in liaison with the Production Manager, the arrangement and provisioning of booths.
- Identify off-program performance opportunities.
- Manage First Nations protocols where appropriate.
- Administer the Drover Awards processes including finalising the list of eligible productions for Tour of the Year.
- Administer the arts market selection process.
- Oversee the delivery of the event app and APAX web content by the Projects Coordinator
- Ensure the Projects Coordinator delivers a professionally managed event registration desk.
- Manage catering requirements.
- Act as central point of contact with the various venues, securing plans of all venues as required to determine the precise layout and set-up of activities.
- Manage the design and print of marketing and event collateral.

#### Other Programs/Projects:

- Maintain PAC Australia's Guide to Touring and Touring Code of Conduct
- Assist in the delivery of the biannual benchmarking surveys, reports and dashboard.
- Assist with the development of our Presenter Training Program and various leadership programs for PAC Australia members.
- Assist with the development of e-news content and maintain a working knowledge of the communications systems used by the organisation.
- Develop and manage budgets for APAX and other programs.
- Draft funding applications, acquittals and reporting including the APAX inclusion in the annual report.
- Contribute/provide advice on key Association policy and best practice documents.
- Contribute to event and project debriefs, keeping a record of recommendations for improvements.

*The appointee will be required to perform any other reasonable duties as requested by the Executive Director.*

NOTE: This position description will be reviewed on a regular basis and may be amended to reflect changes in the requirements of the organisation and the specific skills of the incumbent. Staff will be consulted in the process of review.

#### **Selection Criteria**

##### Essential Criteria

1. Experience in the subsidised performing arts sector.
2. Demonstrated experience in producing live performance or industry events.
3. Highly developed writing skills and attention to detail.
4. Ability to work autonomously, use initiative, solve problems and be highly self-motivated in a fast-paced environment.
5. A highly customer-focussed approach to communication.
6. Demonstrated experience/ability to work effectively with online software systems (e.g. registration or ticketing systems, CRM platforms, etc).

##### Desirable Criteria

1. An understanding of the PAC Australia membership and the national touring ecology.
2. Experience working within a small organisation and the associated ability to multi-task.
3. Flexibility and the ability to maintain a sense of humour.