POSITION DESCRIPTION

Position Number: 2004

Position Title: Artistic Director/Theatre Coordinator

Division: Arts & Entertainment, University of Melbourne Student Union (UMSU)

Department: Union House Theatre

Employment Status: Full Time (Fixed Term)

Classification Level: Professional Level 8

Reports to: Manager, Arts & Entertainment

Reported to by: Production Manager, Theatre Administration & Development Officer

Incumbent:

Date Effective: September 2017

Background:

The University of Melbourne Student Union Inc (UMSU) is an incorporated association and is recognised by the University of Melbourne as the representative body for all students. UMSU is governed by an elected Students’ Council and twelve committees elected by and from students. UMSU is responsible for a broad range of student representative, student engagement and student support activities.

UMSU operates under the principles of Student Unionism which are broadly defined as student control of student affairs.

UMSU staff are organised within four Divisions:

- Advocacy & Legal;
- Arts & Entertainment;
- Communications and Marketing;
- Clubs and Volunteering; and
- Office of the Chief Executive Officer

Each Division is supported by a Student Advisory Group that is comprised of elected student representatives and designed to support ongoing collaboration between UMSU staff and elected student representatives. Student Advisory Groups provide feedback and advice from a student perspective to enhance participation in UMSU operated programmes and services.
The UMSU Constitution establishes that UMSU will:

1. advance the welfare and interests of Students;
2. represent students of the University within the University and to the community;
3. provide amenities and services, principally for Students and other members of the University community, and incidentally to the public.
4. provide an independent framework for student social and political activity;
5. develop, maintain and support student clubs, societies and associational life generally;
6. promote and defend the rights of students to education on the basis of equality, without regard to race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political religious or ideological conviction, or national or social origin;
7. oppose violence and/or hatred through militarism, nationalism, or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, religion, or national or social origin;
8. provide a democratic and transparent forum in which students’ affairs and interests can be governed in an effective and accountable manner; and
9. To promote free and accessible government-funded education.

In order to support these objectives UMSU staff observe the following principles:

Alignment
- All services and programs are aligned with UMSU’s Constitutional objectives
- Responsiveness
- Provide frank, impartial and timely advice to students and student representatives
- Provide high quality services to students
- Identify and promote best practice
- Ensure that services and programs are subject to continuous improvement and respond to stakeholder feedback
- Ensure that services and programs are delivered consistently and reliably, and are available when and where they are needed

Integrity
- Are honest, open and transparent in our dealings
- Use powers responsibly
- Report improper conduct
- Avoid real or apparent conflicts of interest
- Strive to earn and sustain trust at the highest level

Impartiality
- Make decisions and provide advice on merit without bias, favouritism or self-interest
- Act fairly by objectively considering all relevant facts and applying fair criteria
- Ensure decision-making is evidence based
- Implement UMSU policies and programs equitably

Accountability
- Work to clear objectives in a transparent manner
- Accept responsibility for their decisions and actions
- Seek to achieve best use of resources
- Submit themselves to appropriate scrutiny
- Commit to working with each other, students and student representatives
Respect
- Services and programs are delivered in an environment of respect for colleagues, students and student representatives
- Contribute to a workplace that is free from discrimination, harassment and bullying

Leadership
- Actively implement, promote and support these values
- Use their views to improve outcomes on an ongoing basis

Divisional Overview:

The Arts & Entertainment Division contains the following departments:

- Arts Programs
- Entertainment
- AVMelbourne
- Rowden White Library
- Union House Theatre

The Division is responsible for facilitating student participation and engagement in student-lead artistic activities, for working with elected student representatives to provide an entertainment programme that supports the objectives of UMSU, and the operation of a popular culture borrowing library.

The Division is responsible for ensuring services are integrated and collaborative, and responsive to the needs of student and maximise the opportunity for student participation and engagement.

Position Summary:

The Artistic Director/Theatre Coordinator is responsible for the provision of artistic leadership for Union House Theatre by developing strategies for the creative engagement and participation of students from across the University through the annual program of performing arts and theatre.

The Artistic Director/Theatre Coordinator is responsible for overseeing the day-to-day operation of Union House Theatre and to continue to build on the strong traditions of student theatre and dance into the broader areas of student performing arts.

The Artistic Director/Theatre Coordinator role will also provide direction and support to staff in UHT to achieve efficiency within its operations; develop a robust Student Theatre Group model to support engagement and participation in student theatre; and implement strategies and actions to maximise theatre venue hire and revenue.

The position will work closely with UMSU departments and the University of Melbourne ensuring that UHT is responsive to the progressive needs and requirements of Student theatre groups and individual students involved in the performing arts.
**Key Accountabilities:**

**KRA1: Artistic Direction and Coordination**
- Responsible for the planning, administering, delivery and evaluation of Union House Theatre’s creative program, workshops and projects;
- Responsible for developing and implementing the annual theatre program to include student theatre productions, a UHT production, and a variety of creative and hands-on workshops;
- Develop and implement a selection process for student theatre venue allocation within current staffing arrangements and available resources;
- Ensure the UHT workshop program is responsive to the needs of Student Theatre Groups in developing a broad skill set to enhance creative theatre and production; and
- Actively participate in the Arts and Entertainment Student Advisory Group, Student Theatre Council and Theatre Board as required.

**KRA2: Student Engagement**
- Provide advice and information to students on current performing arts practice and issues in the wider performing arts industry;
- Provide creative input to the on-going development of MUDfest, the biennial Student multi-arts Festival;
- Provide expert advice to the Creative Arts Officer(s) and the Arts Committee in relation student theatre-related grant applications, professional development opportunities and other related matters;
- Provide assistance to STG’s with writing grant applications and the development of production budgets.

**KRA3: Student Theatre Development (including Alumni)**
- Assist with the development of a UHT Alumni Giving Program in consultation with UMSU Communications and Marketing and the University Advancement Office;
- Devise strategies to encourage the development of new student works in theatre, dance and the performing arts;
- Liaise with the Manager, Arts & Entertainment and other key staff and students in the development of an on-going program of performing arts activities and workshops responsive to STG’s needs;
- Liaise with the Manager, Arts & Entertainment and Theatre Board subcommittee in the selection, engagement and contracting of guest artists;
- Ensure the long term planning and vision for Union House Theatre.

**KRA4: Venue Hire**
- Develop and implement a Marketing Plan in consultation with UMSU Marketing and Communications and Manager, Arts & Entertainment to proactively promote the theatre venues to increase revenue and meet income targets;
- Be responsible for managing and promoting venue hire;
- Provide training and support for the Information Centre Assistant role in booking external users of the Union and Guild Theatres.

**KRA5: Budget and Financial Management**
- Oversee the UHT budget, including the annual program budget, CAPEX submissions for new and replacement technical stock and equipment, and capital works submissions, for approval;
- Monitor the UHT operations budget to ensure expenditure remains within annual allocation;
- In conjunction with the Theatre Administration and Development Officer, support STGs to devise and manage production budgets.
**KRA6: Staff Supervision**

- Provide direction and leadership in order to sustain collaborative working relationships with all UHT staff within available resources;
- Ensure a vibrant student theatre culture is maintained;
- Convene regular meetings with staff to ensure effective coordination & communication across UHT and Information Centre Assistants and to ensure OH&S compliance is up to date, adhered to, and recorded in a timely manner.

**Health & Safety and Environmental Responsibilities of Managers and Supervisors**

**General Responsibilities**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. OHS responsibilities applicable to positions are published at: [OHS Roles and Responsibilities](#)

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Employees.

**Authority to Act**

Managers and supervisors' authorities to act are defined in:
- University of Melbourne Statutes and Regulations
- Individual position descriptions.

Managers and supervisors have the authority to act to:
- In all areas and for all personnel within their management and control, direct work to cease where the nature and degree of the health and safety risk results in an immediate and serious threat to the health and safety of any person.

**SELECTION CRITERIA**

**Essential Skills and Qualifications:**

- An appropriate postgraduate qualification and/or extensive relevant experience and/or training in the performing arts;
- Demonstrated industry expertise in the performing arts and knowledge of current trends in Australian performing arts, with particular reference to theatre and dance;
- An ability to demonstrate leadership within the role;
- Experience in supervising staff;
- Demonstrated ability to work with students, young people and emerging artists;
- Demonstrated experience in the development and delivery of quality performing arts workshops, mentoring or training programs;
- High level of budgeting, organisational and administrative skills;
- Excellent written and verbal communication skills.

**Desirable Skills and Qualifications:**

- Demonstrated ability to write successful funding applications;
- A knowledge of industry benchmarks in the areas of Occupational Health and Safety;
- Accredited First Aid certificate.

**Other Information**

Due to pre-production requirements and attendance at UHT hosted events, usually conducted outside normal working hours, it is a requirement of this position that the incumbent will be required to have some flexibility with their working hours around this responsibility.

*I have read, understood and agree to comply with the position description.*

Signed: ___________________________  Date: ___________

(Incumbent)

Signed: ___________________________  Date: ___________

(Supervisor)