

artsmildura

HUB MANAGER/ASSOCIATE PRODUCER (0.8 FTE)

Reporting to: Creative Director/CEO

Direct reports: Hub casual staff (FOH, Production, etc)

Internal Relationships: Arts Mildura staff, board, volunteers and artists

External relationships: Funding bodies, local government, partner organisations, media.

Salary: \$65,000-\$75,000 (pro-rata, dependent upon experience)

The Hub Manager/Associate Producer delivers the Arts Mildura Hub program and activities (in conjunction with the Creative Director/CEO) while ensuring that the audiences, artists, and stakeholders of the Arts Mildura Hub are well catered for. This role works closely with the Creative Director/CEO and other staff members to build the organisation by implementing strategy and programs to ensure the long-term success of Arts Mildura.

This is an exciting new role for Arts Mildura as we set upon a journey with a new vision and reinvigorated passion to continue to deliver “*extraordinary arts experiences for the Mallee*”. In 2022 Arts Mildura will deliver a year-round program of visual arts, live music, stand-up comedy, workshops, performances, talks, etc at the Arts Mildura Hub as well as a new large-scale multi-arts festival including outdoor concerts, immersive art walks, projection art and performances delivered across the Mallee and tri-state region.

Arts Mildura has an extremely proud history and the new cohort of staff will work diligently to ensure the organisation is in the best possible position to secure its future.

This is an essential role in the small team and will require a passionate and knowledgeable individual who can hit the ground running. You will be coming in at the beginning of a new era for the organisation and will have the opportunity to make significant impacts not only on the future of Arts Mildura but also the wider arts sector particularly in regional Australia.

The Arts Mildura Hub opened in December 2021 and this role presents an exciting opportunity to shape the program, direction, and systems of the brand-new Arts Mildura Hub. Currently the Arts Mildura Hub is the only independent art gallery and creative space in the Mallee and will provide a much-needed venue for the creative industries and audiences alike. The potential for this venue is limitless and the Hub Manager and Associate Producer will play a major role in shaping what the future of the Arts Mildura.

The Hub Manager/Associate Producer will be the on-the-ground contact and interface with between the audiences and the organisation. No one day will look the same and it may vary from installing exhibitions with artists, managing ticketing builds, rostering staff, designing professional development workshops, redesigning stage and seating configurations, and everything in-between. This role combines many elements of gallery, event, operations, and arts management along with creative and technical production.

We seek a dynamic, inspired individual who is a natural problem solver and understands what is required to tackle the challenges of delivering thriving arts and culture programs and events in a regional environment.

Key Responsibilities

HUB MANAGEMENT

- Develop and maintain the Hub calendar of events and programs, including objectives, timelines and budget, and participate in and manage the delivery of tasks according to this plan.
- Produce, oversee and maintain budgets and optimise Hub expenses
- Assist with managing event and program resourcing and ensuring that they are tracking to/delivered on time/budget

- Oversee day-to-day operations and ensure the smooth running of the Arts Mildura Hub including: venue management, liaising with key stakeholders, managing calendar/booking system, staff rostering (production, FOH, casuals), COVID Safety, OH&S, security, asset management.
- Recruit, manage and roster Hub staff and contractors as required.

ASSOCIATE PRODUCING

- Provide administrative and project delivery support for the delivery and presentation of Arts Mildura programs.
- Implement project schedules, manage project budgets, arranging artist schedules, managing external contractors, booking flights and accommodation for artists and touring parties, organising and booking ground transport, riders and hospitality for artists.
- Installation of exhibitions and bump in/out of events, as per specific requirements.
- Production management of performances, as per specific requirements.
- Act as a liaison for artists and their touring parties, including organisation of artist rider and other necessary hospitality requirements.
- Work collaboratively with Development and Marketing Manager to collate and share accurate information for websites, social media and external sources.
- Manage Production staff regarding the production requirements for performance programs.

Role Requirements

- Experience in developing, delivering and producing art and culture programming on-time and within budget.
- Proven experience in a management role or experience in managing and coordinating multiple events with diverse needs.
- Experience in exhibition management (installation, bump in/out, etc)
- Excellent interpersonal and communication skills to ensure successful negotiation and the management of any issues which may arise
- Experience working closely with artists, arts companies and stakeholders.
- Excellent organisational skills including the ability to set priorities, develop plans and meet deadlines, while maintaining excellent attention to detail and accuracy.
- Ability to work as an effective team member.
- Ability to work with minimal supervision maintaining a high level of independence, sound judgement and initiative.
- Flexible approach to working hours, including the capacity to work evenings and weekends.

Skills required

- Proficiency in Microsoft Office and GSuite
- Proficiency in XERO (not essential)

Arts Mildura has a strong commitment to inclusivity and diversity. People who are First Nations, living with disabilities, identify as LGBTIQ+, are from culturally diverse backgrounds are encouraged to apply.

VACCINATION POLICY

Please note that it is currently a condition of entry into our workplace and venues that all staff and visitors are required to be fully vaccinated. If you are successful for the role, you will need to provide proof of your vaccination certification.

To apply please send a current CV and application addressing the following questions (max. 300 words per question) to director@artsmildura.com.au.

- What is the potential of the Arts Mildura Hub as a regional independent creative hub?
- What experience do you have in delivering successful arts programs?
- What relevant qualities, skills and knowledge will you bring to the Arts Mildura team?
- Why are you the best candidate for this position?