



The College seeks expressions of interest for a

## Music and Performing Arts Centre (MPAC) Operations Manager

### Duty Statement

**Reports to:** Business Manager

**Position Purpose:** Responsible for the operation of all technical facilities (including lighting, audio, projection, and staging), scheduling and arranging the use and maintenance of the Centre

Maximise public access to the Centre, while at the same time preserving School access

Maximise financial returns to the school, to cover running costs and provide the School with a return on investment

### Key Selection Criteria

- Strong organisational skills with the ability to prioritise and problem solve
- Appropriate qualifications and/or relevant training and experience
- Flexible approach to variable working hours throughout the year
- Competency in information technology
- Knowledge and operating skills in:
  - rigging, patching, focusing, maintenance and operation of lighting equipment
  - rigging and operating audio systems
  - operation of staging equipment and machinery
  - set construction and maintenance techniques
- Knowledge of the current OH&S requirements, including emergency and evacuation procedures
- Excellent communication and customer service skills
- Calm under pressure with effective conflict resolution skills
- A personable “can do”, flexible approach, tactful and courteous
- First Aid qualification, elevated work platform ticket, tag & test licence an advantage
- Ability to supervise and train casual staff and volunteers
- Current Working with Children Check and Victorian Criminal Record Check
- Supportive of the Uniting Church and Independent Schools

### Key Accountabilities

- Manage all aspects of booking procedures in relation to the College calendar and external requests.
- Perform administrative duties in relation to managing and hiring the Kantor MPAC.
- Strategically plan, develop and market the Kantor MPAC on an ongoing basis.
- Operate and maintain technical equipment.
- Monitor and adhere to OH&S requirements.
- Induction programs to ensure all users and staff are appropriately trained in the proper use of the facility and equipment.
- Co-ordinate locking/unlocking and other general security arrangements.

## **Performance Expectations**

- Co-ordinate all booking activities and manage the day to day schedule of the school use of the Centre.
- Ensure the Centre is ready for use and operate equipment as required for any College bookings.
- Liaise with the Associate Principal Operations, Head of Junior Campus and other Staff on requirements and use of the Centre each fortnight.
- Co-ordinate all technical activities including creating/implementing lighting and sound designs for College events.
- Ensure appropriate setup in readiness for every assembly, meeting, event.
- Ensure the Centre operates in a safe and efficient manner; at all times adhering to OH&S requirements in the workplace.
- Develop and maintain operation and procedures manual for the Centre.
- Provide training and supervision for students, Staff and other relevant personnel in the technical and front of house operations of the Centre.
- Co-ordinate/assist in bump ins/outs of all College productions and presentations.
- Oversee external users of the Centre.
- Administer Hire Agreements and ensure that the requirements of the Conditions of Use documents are met.
- Co-ordinate all booking activities including calculating costs and budgets for external clients.
- Provide a strong customer relations focus for all clients of the Centre, both external and internal.
- Manage and maintain resources, equipment and the facility and make recommendations on repairs and purchase of new equipment.
- Maintain an up to date stock inventory and routine maintenance register.
- Prepare and maintain an annual budget.
- Maintain relevant Worksafe skills certificates
- Work flexible hours to accommodate the Centre's operational requirements
- Represent The Hamilton and Alexandra College favourably to hirers and the public at all times.
- Assist with Audio Visual requirements for school functions outside MPAC including; Sports Carnivals, Christmas Service and Easter Service.
- Support the requirements of the Music, Drama and Hospitality faculties to facilitate delivery of their programs.
- In conjunction with the ICT Department maintain and upgrade the Sound House equipment.

## **Hours of Work**

Hours of work will be flexible in accordance with the Centre's usage and will be based on working 60.8 hours (0.8 FTE) over a two-week period.