



Position Description – Theatre Royal, Hobart

Venue & Events Coordinator

Basis of employment:	Full time
Term:	Permanent
Salary:	\$65,000- \$70,000 plus super
Probation period:	6 months
Location:	29 Campbell Street, Hobart, Tasmania
Hours of works:	Usual hours are 38 hours a week, however, the role requires a willingness to work flexible hours, including evenings and weekends. Staff receive time in lieu of overtime.

About the Theatre Royal

Opening in 1837, Hobart's Theatre Royal has been the home of contemporary theatre in Tasmania for more than 185 years and is Australia's oldest working theatre. This 700-seat heritage treasure occupies an important place in the hearts of Tasmanians and many visitors to Hobart.

Since 2020, the Theatre Royal has also occupied the Hedberg, a new state-of-the-art facility shared with the University of Tasmania's Conservatorium of Music. Three levels of foyers and bars, and a new 285-seat Studio Theatre, have brought new life to the organisation, and new opportunities to engage our audiences.

Every year, the Theatre Royal curates an annual season of contemporary performance and events, which aims to present high calibre experiences that our audiences would not otherwise have the opportunity to see. We also service a high level of activity by external producers and promoters, hiring our venues, delivering ticketing and front of house services, technical production and marketing support.

We play an increasingly important role as a place for local artists and companies to develop and showcase new work, and as an employer and training ground for Tasmanian cultural workers.

Purpose of the position

The Venues & Event Coordinator is responsible for the successful promotion and hire of venues across the Theatre Royal and The Hedberg aligning with our overarching programming brand and reputation.

They are integral in assisting in the delivery of performances, events, functions and conferences, ensuring a high level of customer service and relationship building for existing and new clients and stakeholders.

The position is primarily involved in the following core streams of activity:

- Venue promotion and hire across the Theatre Royal and Hedberg by commercial producers and promoters, conference organisers, corporate clients, community and non-profit organisations.
- Venue booking systems reflecting timely and accurate information through contracts and agreements.
- Hire and event information requirements communicated for shared spaces between Theatre Royal and University of Tasmania departments.
- Coordinate operations across the departments assisting in the delivery of performances, events, functions, and conferences.

Reporting relationships

Internal stakeholders:

- The position reports to the Program Manager around sales / hires targets and hiring principles and priorities.
- Works in close collaboration with Operations Department to ensure sales and hire information is current and client service is of a high standard.
- Works in collaboration with Marketing, Business Development, Customer Service, Box Office and Finance departments to ensure the smooth delivery of performances, events, functions, and conferences across and the customer experience is exemplary.

External stakeholders:

- Venue hirers, including artists, commercial promoters and producers, community and cultural groups, corporate partners, and other stakeholders.
- University of Tasmania departments and personnel responsible for management of The Hedberg venues, the Vanessa Goodwin Room, Salon and Ian Potter Recital Hall.

Key duties and responsibilities

- Facilitate the hire of venues and facilities within the Theatre Royal and The Hedberg, by a broad range of external clients and stakeholders, in line with programming and venue policies.
- Identify gaps in venue use and opportunities to solicit new sales, hires and activities.

- Co-ordinate the scheduling of all programming across the venues of the Theatre Royal and Hedberg; ensure essential information is communicated with colleagues in other departments to ensure adequate resources are available for delivery on time and budget, with a high degree of professionalism.
- Manage and co-ordinate the administration and workflow of programs, functions and events using the organisations software and platforms; including preparation of budgets, contracts, completion of venue management information for all productions, including external hires and Theatre Royal presented and managed productions and events.
- Prepare reports for management addressing key performance indicators.
- Develop and actively maintain constructive relationships with a wide variety of Theatre Royal stakeholders including the University of Tasmania, for existing and new clients and stakeholders.
- Represent the Theatre Royal at performances, events, functions and conferences functions, as “key contact person”.
- Having regard to relevant safety legislation and procedures, ensure the Theatre Royal programs are delivered in a healthy and safe manner.
- Other duties as directed by the Program Manager and CEO.

Selection criteria

1. Demonstrated experience scheduling and managing busy venues.
2. Outstanding interpersonal and communication skills, including the ability to liaise confidently and diplomatically with a wide range of stakeholders from a diverse range of backgrounds.
3. An understanding of the requirements of arts and cultural events and the functions of various organisational departments in contributing to their successful delivery.
4. A familiarity and/or keen interest in the national commercial touring landscape.
5. A high level of competency to work across software platforms for workflow and information sharing and collaboration.
6. Proven ability to coordinate a range of events, think laterally and solve problems as they arise.
7. Analytical skills and a keen attention to detail.
8. A positive, solution-focused, can-do attitude.

Employment conditions

This is a permanent position, subject to a 6 month probation period.

Diversity and inclusion

The Theatre Royal is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) people.

How to apply

Applications should include:

1. A cover letter outlining how you meet the selection criteria
2. A current CV with two referees who can comment on your competency regarding the selection criteria (no more than 3 pages)

Please combine into one pdf document and email to workwithus@theatreroyal.com.au

by **5pm on Tuesday 28th January 2025**.

For enquiries about the role, please contact:

Between 3 -16 January 2025

Theatre Royal CEO, Vanessa Pigrum at vanessa@theatreroyal.com.au

Between 17th and 24th January 2025

Theatre Royal Program Manager Steve Mayhew at steve@theatreroyal.com.au or 03 6146 3313.
