

## Epsom Girls Grammar School

*Vision: Enabling students to be confident, active, resilient learners*

*Epsom Girls Grammar School Te Kura Tuarua o Ngā Taitamāhine o Maungawhau is committed to the principles of Te Tiriti o Waitangi and the New Zealand Curriculum. Learning is founded on traditions of whānaungatanga, service and commitment to high quality education. Ākonga are empowered to be open to change, culturally responsive and reflective.*

*Values: Courage, compassion, curiosity, community*

<b>Position:</b>	RFAC Theatre Manager
<b>Responsible to:</b>	DP Arts
<b>Direct involvement with:</b>	Business Manager, Property Manager, Property Team, Teaching Staff (particularly HOD Drama, Music and Arts & Culture)
<b>Responsible for:</b>	Technical Manager, Venue Technicians, FOH Team
<b>Primary responsibility:</b>	To fulfill the strategic objectives of the Raye Freedman Arts Centre ensuring an environment that meets the needs of Epsom Girls Grammar School and community users.
<b>Employment Detail:</b>	Part-time ( 28 hours) salaried position.

### Key Tasks:

- Manage the day to day operations of the theatre complex - co-ordinating bookings, estimates, hire agreements and invoices using Artifax venue management software
- Work collaboratively with Technical Manager to plan and manage events
- Work with the Technical Manager to ensure the quality and sustainability of RFAC plant, resources and equipment
- Prepare operational budget and capex requests for Business Manager
- Consult with Heads of Departments to coordinate and support school use of the theatre
- Work with the Communications Co-ordinator to maximise use of the theatre through the website, newsletters and social media
- Oversee the implementation of the RFAC Health and Safety Policy
- Arrange contracts for front of house and technical staff
- Carry out staff appraisals
- Manage FOH systems including rosters, timesheets, ticketing and bar service
- Report to DP Arts and Auckland Council
- Maintain the relationship with Raye Freedman Trust and other potential funders.

**Key Skills:**

- Facility Management and/or performing arts management background
- Confidence in the use of ICT
- Excellent communication and the ability foster positive relationships
- Strong leadership and team building skills
- Excellent organization and administration skills

**Person Specification: The successful applicant should:**

- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Be a restorative practitioner who understands the importance of building and maintaining constructive relationships with hirers, colleagues and students
- Have worked in a school and/or performing arts environment
- Have experience in operational management of venue and resources
- Be enthusiastic about supporting young people in the performing arts
- Be knowledgeable of the performing arts in a local and national context
- Have experience in working with budgets
- Have ICT skills – outlook, word, excel, Artifax Management System ( training given )
- Demonstrate a commitment to a team-based, collaborative leadership style
- Have experience of writing and/or managing Health and Safety Policy
- Be able to work flexible hours including evenings and weekends
- Be motivated by EGGs commitment to being carbon neutral by 2050