

## POSITION DESCRIPTION

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**Position title:** Operations Manager  
**Basis of employment:** 1.0FTE (Full Time)  
**Location:** PICA, 51 James Street, Northbridge, WA  
**Initial term:** 1 year contract with the opportunity to renew  
**Probation period:** 6 months  
**Salary:** \$70,000 pa plus superannuation

**Reports to:** General Manager  
**Direct reports:** Casual technical staff, external contractors

**Key relationships:**

**Internal:** Producer, Associate Producer, Curator, Curatorial Fellow,  
Public Programs Coordinator, Front of House Manager,  
Director  
**External:** Building Statutory and Governance Authorities, Leasing  
Agent, Maintenance Contractors, Suppliers, Venue Hirers

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## **ABOUT PICA**

Perth Institute of Contemporary Arts (PICA) is one of Australia's leading centres for the development and presentation of contemporary art.

Housed in a large and striking heritage building in the heart of Perth, Western Australia, PICA is the city's focal point for those wishing to experience the best of Australian and international visual, performing and cross-disciplinary art.

PICA is both a producing and presenting institution that runs a year-round program of changing exhibitions, seasons in contemporary dance, theatre and music, live art events and a range of interdisciplinary projects.

PICA's key aim is to promote, support and present contemporary arts and to stimulate critical discussion around the arts and broad cultural issues. Providing a site for experimentation, critical analysis, discussion and debate is fundamental to its charter. PICA is known for the rigour and breadth of its artistic and engagement programs, high production standards and impeccable presentation. In many aspects of its operations, PICA might be understood as an incubator: providing resources, mentoring and support for both emerging and mature artists whilst promoting new and emerging ideas, forms and practices to the broader community.

## **ROLE STATEMENT**

The Operations Manager is responsible for the smooth operations of PICA's premises including technical aspects of PICA performance, exhibition and events programming. The Operations Manager is the key contact for venue services contractors and technical staff. Internally the Operations Manager works closely with the General Manager to ensure that PICA's premises, IT and equipment infrastructure is efficiently maintained. They will work with key team members to deliver the highest possible production standards across all programs. The Operations Manager will be a champion for workplace health and safety (WHS) and ensure that the building is safe for staff, artists and the general public.

## **KEY RESPONSIBILITIES**

1. Work closely with the General Manager to effectively manage organisation-wide logistical challenges to deliver efficiencies and improvements.
2. Provide technical leadership, planning and on ground delivery for PICA's performance program across productions, creative developments and other special events as required.
3. Provide technical advice and support to the exhibitions team where required including AV and rigging needs.

4. Manage the technical aspects of PICA events and other special projects as directed across Engagement, Exhibition and other program areas.
5. Be a champion for workplace health and safety (WHS), Chair the WHS Committee and act as Chief Fire Warden of PICA.
6. Be the primary point of contact for external facility hirers undertaking non-program related activities in the PICA building.
7. Be the primary point of contact for access and routine maintenance requirements by building stakeholders including the Department of Local Government, Sport and Cultural Industries, Perth Theatre Trust, McGees Property and other contractors and statutory bodies.
8. Oversee the rostering and management of casual technical and production personnel for the performance and event program.
9. Provide advice and recommendation to senior management on building maintenance and capital expenditure.
10. Reliably and responsibly ensure that all operators are adequately trained or informed of the correct use of all technical equipment owned, loaned or hired by PICA.
11. Provide timely, relevant and accurate assistance in the preparation of operating budgets, and reliably and responsibly manage resources, equipment and personnel to ensure budgets are adhered to for technical operations of PICA's performance and events programs.
12. Responsibly manage the loan, hire and return of all technical equipment and ensure all equipment is stored in an appropriate manner and maintained in good working order.
13. Efficiently and effectively manage the coordination of cleaning and maintenance schedules.
14. Work with the General Manager to maintain and improve the organisation's IT systems in collaboration with the IT provider.
15. Oversee the servicing, upkeep and booking of PICA vehicles.
16. Professionally and competently manage the inductions of all new staff and venue hirers on matters of venue security procedures and Fire and Emergency Procedures, in conjunction with the Front of House Manager.
17. Assist senior management in the preparation of risk management reporting and assessment and OH&S policies and procedures.
18. Provide advice and recommendations to senior management on equipment acquisitions and services procurement.
19. Other duties as directed

## **SELECTION CRITERIA**

### **ESSENTIAL:**

1. Demonstrated experience in managing technical production and administration in a live performance, arts and/or events context
2. Knowledge of relevant WHS standards and awareness of industry related reviews or changes – and issues as they relate to a public building
3. Knowledge of Fire and Emergency and Risk Management Procedures
4. Strong organisational, time and resource management skills
5. Ability to work in a fast-paced environment both cooperatively and autonomously with competing demands and time pressures
6. Excellent written and verbal communication skills in a range of contexts
7. Working knowledge of contemporary technical software including QLab and/or Ableton Live
8. Practical knowledge of venue operation for live performance, particularly towards managing technical crew, installing and operating lighting rigs, set build/construction, sound and live music requirements and AV systems
9. A proactive attitude and capacity to problem solve technical issues for new work and work in development
10. National Police Clearance Certificate (obtainable on offer of employment)
11. Working with Children Check (obtainable on offer of employment)
12. Current driver's licence

### **DESIRABLE:**

1. Venue management experience
2. Staff and contractor management
3. Tertiary qualifications or equivalent in a relevant field
4. Working knowledge of AutoCAD and ability to read and produce plans
5. First Aid Certificate
6. Restricted Electrical License
7. Beginner or Intermediate Rigger ticket
8. EWP ticket

## **TO APPLY**

PICA is committed to creating a workplace that is culturally aware and is as diverse as the audiences we present to. We encourage submissions for this role from Aboriginal, Torres Strait Islander and Culturally and Linguistically Diverse applicants. We also encourage submissions from people who identify as living with disability. If at any stage of the application or recruitment process you require any accommodation, please contact us.

Your application should be submitted by email and include two pdf attachments:

1. A written response to the above selection criteria (no more than two pages)
2. A CV with two current references (no more than three pages)

For enquiries about this role or your application, please contact PICA's General Manager, Georgia Malone at [business@pica.org.au](mailto:business@pica.org.au) or 9228 6300.

Applications are due by 5pm on Thursday 28 October 2021 to Georgia Malone, General Manager at [jobs@pica.org.au](mailto:jobs@pica.org.au)