

POSITION DESCRIPTION: COMPANY MANAGER

REPORTS TO: Co-CEOs (Executive Producer and Artistic Director) and General Manager

ABOUT ILBIJERRI THEATRE COMPANY

ILBIJERRI is one of Australia's leading theatre companies creating innovative works by First Nations artists. Our productions have toured to critical acclaim across Australia and the world. We challenge and excite our audiences with contemporary stories about what it means to be Indigenous in Australia today. ILBIJERRI is the longest running First Nations theatre company in the country. Our creative processes aim to support First Nations artists and communities to have a powerful voice in determining the future of Australia.

POSITION DESCRIPTION

The Company Manager is a highly effective communicator capable of building strong relationships with Elders, artists, crew, community stakeholders and other partners. The Company Manager will have exceptional attention to detail as well as the ability to multi task and problem solve. The Company Manager will oversee all aspects of artistic administration, working closely with the producing team to undertake artist contracting, project and tour scheduling, travel logistics, and office support. This is an exciting role for a remarkable administrator who is wanting to grow alongside the company, with opportunities for unique professional development and advancement within the company.

KEY RESPONSIBILITIES

PROJECT COORDINATION

- Maintain strong relationships with members of First Nations and arts communities as well as key partners and stakeholders.
- Support Producers and Associate Producers in the delivery of all projects.
- Timely and concise execution of artist and other key creative contracts for mainstage works, tours, creative developments, workshops and labs.
- Create and maintain accurate project/tour scheduling, fee payments and other project coordination processes.
- Book all travel needs across the company including tours, creative developments, market attendance, and other.
- Book rehearsal, performance and workshop space and catering needs for all projects and events.
- Coordinate other activities as needed to support company's external work including annual company, special and community events.

- Ensure First Nations protocols are achieved in all day-to-day activities and internal and external communications.

OFFICE MANAGEMENT

- Support the General Manager and casual office administration staff to maintain office IT, phone system and server, including managing contractors and backup.
- Contribute to a culture of safe working, collaboration and inspiration.
- Undertake research projects and/or other duties as needed and directed by the Co-CEOs or General Manager.
- Support Co-CEOs scheduling, communications, travel and expenses management.
- Support the General Manager with day-to-day operations and office management best practices.
- Coordinate information flow across the company.
- Order office and kitchen supplies in the absence of casual office support.
- In collaboration with the General Manager, work with staff and contractors to ensure Occupational Health and Safety requirements are communicated and observed.