

POSITION:	The Mill Venue and Event Manager
LOCATION:	The Mill Adelaide, 154 Angas Street Adelaide, SA 5000
EMPLOYMENT:	Part Time Contract
START DATE:	July/August 2023 Date TBC
END DATE:	Dec 31st 2024
REPORTS TO:	CEO / Artistic Director and General Manager
SALARY:	\$63,232.00 Per Annum (Pro Rata), Plus 12.7% on costs (Super & Return to Work SA) =\$38 p/h Plus Casual Event Work
NUMBER OF HOURS:	.8FTE (32 Hours p/w) Plus Casual Event Work

ORGANISATIONAL CONTEXT:

Our Vision

The Mill's vision is for a thriving and prosperous arts culture in South Australia.

Our Purpose

The Mill is the Sum of All Arts.

The Mill is a transformative breeding ground for artistic culture.

The Mill is a vibrant place of connection, creation, and support for ambitious and exceptional artists.

The Mill links curious, engaged audiences with arts and artists through expansive yet accessible programming.

The Mill aims to amplify the value of the arts for individuals and communities.

Our Values

We are courageous

We have the confidence to work with daring artists and to forge unique partnerships to create art that engages and inspires.

We are contemporary

We seek out the art of our times in order to promote critical thought, dialogue, and engagement with the arts.

We are vibrant

We provide place and space for arts without boundaries, engaging audiences to build and strengthen a culture of the arts.

We are collaborative

We support and nurture artists to be highly skilled in their craft and sustainable in their practices.

We are exceptional

We are a community where artists and audiences connect to generate new ideas, exciting insights, and appreciation of the arts.

About The Mill

The Mill is South Australia's leading multidisciplinary arts organisation. Since 2013, The Mill has grown to encompass studio, creative industry offices, and working spaces and the current site on Angas Street is home to over 60 artists, makers, and designers at any one time. Supporting more than 1000 artists through its broader programs each year, The Mill's multidisciplinary space combines galleries, a performing arts space, photography studio, workshop and shared meeting facilities behind The Mill's dynamic street presence in the heart of Adelaide's CBD.

The Mill's rich, year-round program provides artists with the necessary physical space to work on their practice, alongside diverse public events, performances and exhibitions, and development opportunities. The Mill's programs place local artists, both emerging and established, with leading practitioners from across the country, and around the world.

1. POSITION SUMMARY

The role of Venue and Event Manager is to manage The Mill Venue at 154 Angas Street, Adelaide, manage relationships with studio residents, program artists and sponsors and promote valuable outcomes and positive community development.

The Venue and Event Manager will be responsible for ensuring The Mill complies with all Occupational Health and Safety laws and building compliances and will ensure all relevant personnel/artists have all the information they require to carry out their tasks and duties in the most effective, efficient and professional manner. This includes supervision of The Mill staff, and support staff, as well as interns and volunteers who are assisting with the venue. The Venue and Event Manager will provide clear OH&S guidelines for the scope of work to be undertaken by resident artists.

Key roles of the Venue and Event Manager include;

- managing and issuing hire agreements with resident artists and outside hirers
- coordinating regular community gatherings for studio residents
- issuing and tracking keys
- organising cleaning and waste management
- managing building maintenance and property improvements
- managing events and venue bookings
- managing safety and access of all venue spaces
- managing venue and event related sponsors
- increasing venue hire, attracting new business and maintaining studio occupancy
- increasing visibility of The Mill as a venue for hire
- being on-site for events and/or coordinating, training and onboarding casual event staff
- managing venue emergencies

They are also responsible for overseeing and improving systems for operating spaces within The Mill venue (including 57 studios, The Breakout, The Exhibition Space, The Mill Showcase, Upstairs Photographic Studio, workshop and more)

They will assist the General Manager to develop and improve venue procedures and policies.

They will provide and/or coordinate specialist technical support (eg lighting, sound, projection) to venue users and program participants.

2. ORGANISATIONAL RELATIONSHIP

Reports to: CEO / Artistic Director and General Manager

Supervises: Resident Artists, Outside Hirers, Volunteers, Interns and The Mill Team as required.

Internal Liaisons: CEO / Artistic Director, General Manager Visual Arts Curator, Finance Manager, Marketing Manager, Program Coordinator & volunteers

External Liaisons: Contractors, sub-contractors, event staff, outside hirers, sponsors, resident and program artists, artistic companies, and community groups.

KEY RESPONSIBILITIES

3. VENUE MANAGEMENT

- 3.1. Contribute to a culture of safe working, collaboration and inspiration, where best practice and a healthy, positive and safe workplace is maintained.
- 3.2. Manage the venue as key priority, including: issuing hire agreements / contracts to resident artists and outside hirers (including events and venue bookings), issuing and tracking keys, managing building waste, maintenance and property improvements, safety and access for all areas of The Mill.
- 3.3. Oversee the day-to-day management of the venue in relation to all users including; The Mill staff, resident artists, program artists, technical contractors, volunteers, audiences and tradespeople.
- 3.4. Monitor and supervise OH&S standards and risk assessments for all of The Mill's activity in conjunction with partners, artists, producers and production managers, ensuring the organisation is compliant with all OH&S obligations.
- 3.5. Establish clear guidelines for OH&S standards and risk assessments for resident and program artists.
- 3.6. Respond to residents, program artists and The Mill staff regarding property issues and coordinate maintenance.
- 3.7. Report to the GM and work within The Mill's allocated repairs and maintenance budget, discuss required venue repairs and maintenance and seek quotes from tradespeople.
- 3.8. Induct, communicate and liaise with The Mill's resident artists and program artists.
- 3.9. Manage relationships with studio residents and program artists to promote valuable outcomes and positive community development.
- 3.10. Assist with on-site program delivery (eg procedures for events, performances, exhibitions, etc) to elevate artist and audience experiences.
- 3.11. Manage venue, staff and audience requirements for events at The Mill.
- 3.12. Manage inventory (eg bar/alcohol stock, cleaning supplies, PPE, etc)
- 3.13. Inspect and maintain technical equipment in the venue (eg sound and AV equipment, lighting, projectors, etc) and instruct hirers, staff, resident and program artists on how to use equipment appropriately.
- 3.14. Manage and maintain assets and any plant equipment (ie tools, ladders, signs, cleaning equipment)

4. LEGAL AND COMPLIANCE

- 4.1. Implement the organisation's risk management strategies including; OH&S compliance, fire compliance including initiating / organising fire warden training, evacuation plans, first aid training (for staff), disability access plans, waste management and environmental sustainability policies.
- 4.2. Implement and provide feedback relating to COVID-19 venue management policies, to help mitigate risk.
- 4.3. Ensure The Mill does not operate outside of its venue and event licenses (ie liquor, use of recorded music).
- 4.4. With support from the General Manager, adhere to and develop The Mill's Policy and Procedures Manual to ensure The Mill operates efficiently.

5. FINANCIAL / BUSINESS MANAGEMENT

- 5.1. Monitor and report on the venue maintenance budget and any other relevant venue related budgets to CEO / Artistic Director and General Manger.
- 5.2. Working closely with the General Manager and Finance Officer, ensure all venue expenses and income are paid, coded and acquitted appropriately.
- 5.3. Promote hire of the venue, as an income-generating opportunity to support the organisation.
- 5.4. Provide information regarding spaces / opportunities for hire to the Marketing and Communications Manager to promote.

6. FUNDING MANAGEMENT

- 6.1. Working closely with The Mill Team, help deliver excellent stakeholder relationships with funding bodies, and sponsors at events.
- 6.2. Manage and seek alcohol sponsors and venue related sponsors.
- 6.3. Working with the CEO / Artistic Director and General Manager seek and identify appropriate funding opportunities to grow the organisation's venue hire capacity.

7. EVENT MANAGEMENT / PROCUREMENT

- 7.1. Drive The Mill's venue hire targets for all spaces, liaising with other staff to ensure a balance of hired and program venue use.
- 7.2. Coordinate, train and onboarding casual event staff.
- 7.3. Investigate new ways to actively promote The Mill as a venue for hire.

SELECTION CRITERIA

- Flexible availability within allocated hours, including after-hours and event work.
- Be willing to take on additional event work.
- Demonstrated experience working in arts venues / theatres, and a strong knowledge of appropriate lighting, sound and projection technologies, and working with artists.
- High-level experience managing OH&S and Risk Management.
- Event / project management experience.
- Knowledge of building codes / permits / permissions.
- Demonstrated ability to manage time, complex tasks, challenging projects and completing deadlines concurrently, within a multi-faceted environment.
- Strong oral and written communication skills.
- Excellent administrative, planning and data and time management skills to increase operational efficiency.
- Knowledge of contemporary / multidisciplinary arts practice (including visual arts, performing arts, makers / crafts, digital arts, interdisciplinary arts) and significant companies in local and national contexts.
- An understanding of the administrative requirements of a Not for Profit organisation.
- Ability to communicate, negotiate and develop relationships with a broad range of people, both internal and external to the organisation, in a professional and ethical manner.
- Demonstrated experience managing budgets, basic accounting and an ability to work within defined budgets.
- High level of computer literacy, particularly with Google Workspace (Microsoft Word and Excel), project management and communications tools such as Monday.com and Slack and design programs such as inDesign /Affinity.
- Demonstrated experience in managing people in a hands-on capacity, with the ability to operate with initiative and work with minimal supervision.

PERSONAL ATTRIBUTES

- Methodical, organised, strong planning and problem solving skills, high level of attention to detail.
- A positive, responsive, inclusive and enthusiastic attitude with a commitment to the arts.
- Flexibility and adaptability.
- Innovative, creative thinker with the ability to translate ideas into actions.
- Ability to work effectively as a team player as well as independently.
- Self-reliant and self-motivated.
- Ability to cope with high pressure situations and competing deadlines.
- Patient, amiable and good-humoured.
- Experience reporting to a Director (CEO), or similar.
- Ability to implement relevant operational policies.
- Existing strong relationships with the local arts and cultural sector.
- Current driver's license.