



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

Employment Application Package

Cummins Theatre Manager

Applications close at 4:00pm on Tuesday, 7 August 2018

For information on the Shire of Merredin visit
www.merredin.wa.gov.au



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Information for Prospective Applicants

Thank you for your interest in this position and your application is welcome. To assist you in submitting your application, please take time to read the following information.

Queries

If you have queries about any aspect of the position or regarding your application, please contact Mr Greg Powell, Chief Executive Officer, by telephone on 9041 1611.

Completing your Application

Your application should include the following:

1. A covering letter addressed to the Chief Executive Officer stating why you are applying for the position and giving details of how you may be contacted via telephone during office hours (Monday-Friday 8.30am to 4.30pm);
2. A separate statement addressing the selection criteria. You should address each criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.
You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page;
3. A resume/curriculum vitae which includes your personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each position. The details of your academic qualifications should identify the institution, certificate number and date of issue. You should also include details of any ongoing professional development;
4. The names and contact details of at least two referees who can confirm your work history. Referees may be contacted to verify your claims in relation to your prior work performance. *Do not submit original copies of references;*
5. Copies of your qualification(s) or academic record(s) of current studies should be attached. *Do not submit original copies of your qualifications or academic records; and*
6. Information on your anticipated commencement date if you are successful.

Lodging your Application

Your application, addressed to the Chief Executive Officer, must be marked “Private & Confidential – Cummins Theatre Manager” and can be emailed to careers@merredin.wa.gov.au (preferred), posted to the Shire of Merredin, PO Box 42, MERREDIN WA 6415 or hand delivered to the Shire Administration during office hours.

Applications must be received by the specified closing date and time, and late applications will not be accepted. If you are forwarding your application through Australia Post please ensure you allow enough time for it to reach the Administration before the closing time.

All applications lodged will be acknowledged.

Please note all applications received will become the property of the Shire of Merredin and cannot be returned to unsuccessful applicants.

The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two people.

During the interview the Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

The Shire of Merredin has an obligation to be satisfied regarding your qualifications and suitability for the position. If there is any special need for confidentiality, such as your current employer who is not aware of your application, please provide details with your application.

Initially, the reference checks will be limited to your nominated referees and you should ensure that they are aware that contact may be made with them to confirm details. The Shire of Merredin reserves the right to make checks of the preferred applicants but will not make contact with any current employer unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

Preferred Applicant

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report (at the Shire of Merredin’s expense);
- Produce a current National Police Clearance. A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel;
- Provide documentary proof of motor driver’s license;
- Documented evidence of legal entitlement to work unrestricted in Australia (if relevant); and
- Produce original or certified copies of all relevant qualifications and licences.

Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Merredin Code of Conduct;
- Acceptance of the Letter of Appointment;
- Position Description for the job; and
- Statutory Declaration in relation to current Drivers Licence (if relevant).

Advertisement



CUMMINS THEATRE MANAGER **Community Development**

Commencing: Immediately
Position Status: Full Time

A great opportunity has become available at Cummins Theatre (operated by the Shire of Merredin) for a multi-skilled and talented individual to become the Theatre Manager. Cummins Theatre has operated for 90 years in the heart of the Wheatbelt and hosts approximately 100 shows and other engagements on an annual basis. The successful applicant should have well developed communications, organisational, marketing and management skills.

Conditions of employment will be in accordance with the Local Government Industry (WA) Award 2010 with the current salary being (Level 9) paying around \$61,500 per annum plus superannuation of up to 14%. Subsidised housing is also available.

A position description is available on the Shire's website - www.merredin.wa.gov.au. Please forward your resume, a statement addressing the selection criteria and a covering letter to careers@merredin.wa.gov.au. Applications close 4.00pm on **Tuesday, 7 August 2018**.

If you require any further information please do not hesitate to contact the undersigned on 08 9041 1611.

Greg Powell
Chief Executive Officer

About the Shire of Merredin

The Shire of Merredin covers an area of 3,372sq kms and incorporates the townsites of Burracoppin, Hines Hill and Muntadgin and the localities of Goomarin, Korbel, Nangeenan, Nokanning, Norpa, Nukarni, South Burracoppin and Tandegin.

Merredin is located approximately 260km east of Perth and is the major commercial and retail centre for the eastern Wheatbelt, servicing a hinterland of approximately 15,000 people. Merredin is also a regional base for a range of Government agencies and services. It is an area with high employment and extensive community involvement.

Merredin was gazetted as a townsite on 16 March 1891, with the first Merredin Road Board being established in 1911-12 and the area was renamed the Shire of Merredin on 1 July 1961.

The Shire is bounded by the Shires of Bruce Rock, Kellerberrin, Narembeen, Nungarin, Westonia and Yilgarn.

The region is known for agriculture being predominantly cereal cropping and sheep farming. Varieties of grain include wheat, barley, canola and lupins. The largest grain bin in the Southern Hemisphere can be found in Merredin measuring at 610m x 59m. The E-type bin was built in 1969 and can hold 220,000 tonnes of wheat.

Some attractions include the Collgar Windfarm (largest windfarm in WA), historic Cummins Theatre, Merredin Peak, Merredin Railway Water Tower, two museums, an art gallery as well as the remains of military installations from the town's role as second line of defence during World War II.

Wildflowers and granite rocks are also a picturesque natural environmental feature of the area.

Our Council strives to encourage a vibrant community that offers a comprehensive range of local and regional services. Its aim is to work with all communities in the Central Wheatbelt to support quality of life as well as economic and social development within the region.

Additional information on living in Merredin can be found at www.merredin.com and information on visiting and touring around Merredin and the eastern Wheatbelt can be found at www.wheatbelttourism.com.

Position Description

1. TITLE

Cummins Theatre Manager

2. LEVEL

Level 9 - Dependent of the Skills and Experience

3. DEPARTMENT

Community Development

4. LOCATION

Cummins Theatre and others as necessary

5. POSITION OBJECTIVES

- To manage Cummins Theatre competently and efficiently; and
- To encourage and promote cultural and artistic activities in the district.

6. REQUIREMENTS OF THE JOB

6.1 Skills

- The ability to manage human, physical and financial resources to achieve successful operation of a venue;
- Highly developed organisational skills;
- Highly developed communication skills, both written and verbal;
- Developed problem solving and negotiation skills;
- Well-developed interpersonal and customer service skills;
- Ability to exercise initiative and judgement;
- Demonstrated positive work ethic;
- Demonstrated entrepreneurial skills;
- Ability to deliver marketing, publicity and promotional activities; and
- Ability to work in a cooperative manner with a diverse range of individuals and groups.

6.2 Knowledge

- Excellent understanding of theatre management processes and practices;
- Understanding of local government organisational and operational procedures;
- Sound understanding of accounting and administrative requirements;
- Developing understanding of responsibility associated with management of a heritage listed building; and
- Occupational Health and Safety and Risk Management awareness.

6.3 Experience

- Experience in performing arts and venue management and event coordination; and
- Experience in broad-based community liaison and consultation.

6.4 Qualifications/Training

- Tertiary qualifications or extensive experience in performing arts field and/or venue management; and
- Current "C" class Motor Drivers Licence.

7. KEY DUTIES & RESPONSIBILITIES

- Manage and market the Cummins Theatre effectively;
- Provide quality entertainment catering for all sectors of the community;
- Maintain the heritage value of the Cummins Theatre;

- Promote Cummins Theatre as a multi-functional facility;
- Professional management of all the daily operations and administration of the Cummins Theatre;
- Maintain a professionally equipped venue;
- Conservation and maintenance of the Theatre;
- Provision of quality entertainment and activities for the community;
- Effective promotion and marketing of the Theatre, entertainment and activities;
- Maximise social and cultural use of the venue;
- Engage the community in aspects of the Theatre activities; and
- Identify potential funding opportunities.

8. ORGANISATIONAL STRUCTURE

a) Responsible to:
Deputy Chief Executive Officer / Executive Manager Community Services

b) Supervision of:
Contractors and Casual Staff

c) Internal and External Liaison:

Internal:

- Chief Executive Officer
- Deputy Chief Executive Officer / Executive Manager Community Services
- Executive Staff
- Community Development Staff
- Other Staff

External

- Councillors
- Community Groups and Members
- Funding Bodies
- Art and Cultural Bodies
- Theatre and Entertainment Venues
- Other Local Governments
- Artist, Presenters, Tour Managers and Agents
- Regulative Authorities

9. EXTENT OF AUTHORITY

Works under the direct supervision of the Deputy Chief Executive Officer / Executive Manager Community Services.

10. AWARD

Local Government Industry Award 2010

11. ANNUAL REVIEW

At least once in each calendar year the Deputy Chief Executive Officer / Executive Manager Community Services will conduct an evaluation of the Manager's performance. The annual review will include an assessment of achievement against performance objectives which are predetermined and agreed at each performance review.

12. CONDITIONS OF EMPLOYMENT INFORMATION

- 12.1 Annual Leave will apply in accordance with the indicated Award of this position;
- 12.2 Uniforms to be provided for the employee in accordance with Council Policies;
- 12.3 All other conditions in accordance with the indicated Award of the position;

- 12.4 Superannuation is currently paid by Council to the Local Government Superannuation Scheme at 9.5%;
- 12.5 All employees are required to read and sign the Induction Manual prior to the commencement of work or any reviews. This signed document will be placed on each employee's payroll file as evidence of the fact that they have read and understood the requirements of the position and Council;
- 12.6 The Manager will be required to provide a satisfactory National Police Clearance, Working with Children Check and Medical Examination as a condition of employment, prior to commencing duties;
- 12.7 All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols; and
- 12.8 The Manager may be required to attend meetings, events and activities in accordance with this position outside of ordinary hours.

Selection Criteria

The following criteria will be used to select the successful applicant:

Essential

- Considerable management experience of a Theatre or similar venue;
- Demonstrated ability to plan, develop and deliver social and cultural programs and activities;
- Proven high level of organisational skills;
- Proven high level of problem solving skills;
- Proven high-level interpersonal and communications skills including the ability to liaise, negotiate and consult with a wide range of individuals and groups with differing requirements;
- Demonstrated ability to work with minimal supervision;
- Demonstrated budgeting and administration skills; and
- Current unrestricted "C" class driver's license.

Desirable

- Tertiary qualification **or** extensive experience in performing arts field and/or venue management;
- Understanding of Local Government procedures and practices;
- Technical knowledge of Theatre operation (lighting, sound, staging and production); and
- Sound grant writing and acquittal skills.