Venue Operations Manager

We are looking for a full-time Venue Operations Manager (Tuesday – Saturday).

This newly created role is responsible for managing the Cultural Facilities Team at FCAC, which encompasses production, facilities and IT management, front of house and venue hire, and ensuring the deliverables of the team align with broader FCAC business and program directions.

The Venue Operations Manager has the skills to foster and manage a team with a broad remit of responsibility to ensure the operation of FCAC’s venues result in a high-quality experience for artists, communities and visitors. They bring a high level of organisational, administrative, planning and hand-on experience with the requirements of running a busy cultural facility. This role has an opportunity to work with the FCAC Executive team on strategic infrastructure projects to enhance the reputation of the FCAC precinct as a place for artists to create ambitious work, and strengthen procedures and systems to underpin an exciting period of growth and evolution for FCAC.

On a day to day basis, the Venue Operations Manager will be responsible for managing direct staff, coordinating FCAC’s operations to ensure they are complementary and strategic, developing and managing budgets, developing operational plans, ensuring operational systems and processes are compliant, quality checking work across the team to ensure smooth operations of FCAC events and outcomes, problem solving, researching equipment and production needs, refining workflows between the team, and contributing to high-level strategy with the management team.

Applications close at **5pm, Friday 7 May 2021**. Please contact us if you require support to submit your application.