

Performing Arts/ Venue Hire Officer



Godinymayin Yijard Rivers Arts and Culture Centre (GYRACC) is looking for an energetic and creative Performing Arts Officer and venue hire manager. Based in Katherine, the position of Performing Arts and Venue Hire Officer is responsible for running the Performing Arts and community engagement program and managing administrative duties and venue preparation for venue hires at GYRACC.

Godinymayin Yijard Rivers Arts and Culture Centre is a dynamic bi-cultural arts precinct in Katherine, NT. The aim of the Centre is to develop and nurture art and culture in Katherine and the surrounding region, as well as to present touring exhibitions and performances of national significance.

The person we are looking for will manage delivery of Performing Arts events and Venue Hire held at GYRACC including:

- Working in a cross-cultural environment
- Managing a performing arts program
- Management of performing arts and venue hire administration
- Management of performance space for program and venue hire
- Community engagement

We offer an attractive package to the right candidate:

30hrs per week, with flexible timelines

Salary: \$60k + Super (pro-rata)

Entitlements: Six weeks annual leave (pro-rata)

Contract: 3 years

Aboriginal people are encouraged to apply

Applications that do not address the Selection Criteria will not be considered

For more information and the **Selection Criteria** contact GYRACC on **(08) 8972 3751** or download from **www.gyracc.org.au**

Applications due 5.00pm Friday 9 March, 2018. Please submit your application to **director@gyracc.org.au** or **PO Box 613, Katherine NT, 0851**

Selection criteria

Essential

Performing arts/venue

- Experience in performing arts, production and event management.
- Commitment to and experience in community engagement and cultural development projects.
- Good organizational and time management skills
- Basic production skills: AV/lighting/sound.
- Experience working with Indigenous artists and communities.

Other

- Commitment to working in a team and willingness to multi-skill.
- Willingness to work out of hours
- Solid time management, planning and organisational skills.
- Computer literate: MS Office.

Desirable Selection Criteria

- Understanding of NT performing arts and funding environment.
- Website maintenance skills.