

POSITION DESCRIPTION

Position: Experiences Coordinator

Contract: Full time

Reports to: Head of Experiences

Commencement date: 20 January 2020

POSITION PURPOSE

The Experiences Coordinator will support the Head of Experiences to design, coordinate and deliver major events and experiences, department activations across the organisation, outward-facing initiatives including external (to Artistic Season) presentations and the QB Visitor Experience, in every venue and space that QB inhabits.

The Experiences team will work closely with all departments to oversee the delivery of departmental and organisational-wide events including front-of-house and backstage activation experiences in the lead up and during the Artistic Season. The team will also develop and produce stand alone experiences and collaborations with external stakeholders.

The Experiences Coordinator is responsible for all events logistics and works collaboratively with coordinators in other departments to oversee the effective delivery of Queensland Ballet events.

ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company which connects people and dance across around the world and nurtures emerging local talent by presenting exciting new works in an intimate studio series. With a culture of creativity and collaboration, complemented by an active program of engagement with our communities, Queensland Ballet has become the central hub for dance in the State. Our dancers are acclaimed for their technical excellence and versatility, and our annual program offers diversity in style, audience focus and geographic reach, with performances in Brisbane, tours around Queensland, Australia and the world, and a far-reaching community engagement program: creating magic, enriching lives.

The facilities at Queensland Ballet's home in Thomas Dixon Centre in Brisbane's West End allow the Company to offer a full range of training and community access programs, including public dance classes. We are committed to providing a pathway for young talent through our Academy programs and dedicated to the pursuit of artistic excellence, dance education and innovative presentation of classical repertoire. With bold and confident ambitions for the future, including a three site: one vision strategy for our home infrastructure, we proudly build upon the legacy of many creative and gifted artists and arts-enablers who have been part of the Company's rich history since 1960.

PRINCIPLES OF COMMITMENT

With bold intentions to be unconstrained we will create magic and enrich lives by delivering across four core pillars: Artistic, Academy, Arts for All and Cultural Spaces.

Influenced by five principles of commitment, all that we do and all that we are will remain true to the four core pillars:

1. World class in all that we do – We will connect with international best-practices to inspire impactful excellence on stage, in studio, in business and in community.
2. Creative in every endeavour – We will nurture our artform, artists, students and arts workers by remaining nimble and open to possibilities.
3. Queensland in our hearts – We will celebrate our growing state and share its developments and spirit on the world stage.
4. Wellness across society – We will research, develop and deliver initiatives that positively impact all dimensions of wellbeing; social, cultural, emotional, physical, environmental and intellectual.
5. Sustainable practice – We will build a resilient ‘business of ballet’ that anchors all of ballet’s potential in longevity and legacy.

REPORTING RELATIONSHIPS

This role reports to the Head of Experiences.

RESPONSIBILITIES

To work consultatively with the Head Experiences to:

- Implement an operational plan to deliver a centralised experiences and events function for the dual purpose of income-generation and service-delivery.
- Ensure effective working processes and protocols across the organisation to ensure professional and safe delivery of all events on QB brand.
- Assist in the delivery of income-generating events of the highest quality according to an agreed set target.
- Oversee the delivery of events for all Queensland Ballet departments including Corporate Partnerships, Foundation, Community Engagement. Marketing (events to be delivered by the relevant Coordinators).
- Design and coordinate core Queensland Ballet events including:
 - opening night celebrations and galas;
 - functions tailored for a specific purpose e.g. cultivation, stewardship, income-generation;
 - intimate soirees at private residences;
 - installations and corporate partnership activations;

- oversee the front-of-house requirement for Queensland Ballet performances at all venues including QPAC, Brisbane Powerhouse, Queensland Ballet Studios, back-of-house hospitality coordination, dressing room engagement and backstage tours;
- other events including Boardroom catering, studio experiences; and
- coordination of new experiences for targeted markets.
- Provide additional administrative support to the Events team as required including:
 - WIP agenda for regular department meetings;
 - Event scheduling and internal staff management; and
 - Team Financial Administration.

SELECTION CRITERIA

1. Ability to problem solve, manage multiple tasks and priorities and make informed decisions independently.
2. Demonstrated diligence and attention to detail, and flexibility related to work schedule.
3. Highly developed interpersonal and communication skills; including the ability to work as part of a high performing team, and confident acting as the front facing representative of an arts organisation.
4. Demonstrated ability to deliver high quality events, on brand and on time.
5. Demonstrated a proactive approach to assisting and a positive attitude to all patrons and Queensland Ballet staff.

GENERAL INFORMATION

Recreation Leave

20 working days per year (pro-rata)

Personal/Carer's Leave

Ten working days per year (pro-rata)

Probationary Period

Six months from commencement.

Hours of Work

Office hours are nominally 9.00 am to 5.00 pm, Monday to Friday but the appointee is regularly required to be available to work after hours and on weekends as required. Some inter and intra state travel may also be required.

Salary

Salary will be negotiated with preferred candidate. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 9.5%.

BENEFITS

Queensland Ballet provides a supportive and collaborative team environment combined with the opportunity to play an integral role in a dynamic and progressive organisation that is paving the way

for the future of Ballet in Queensland. Our employees have access to weekly dance classes and various other health and well-being initiatives.

APPLICATION PROCESS

To apply for this position please forward a covering letter, current resume and statement addressing the selection criteria via mail to:

Candice Sheldon
Head of Human Resources
Queensland Ballet
PO Box 3791
South Brisbane QLD 4101

Or via email joinus@queenslandballet.com.au.

Referees will be sought from candidates following the interview process.

Applications close **5pm Monday 25 November 2019**. Applications received after this time may not be considered. Unsuccessful candidates will be notified via email on completion of the recruitment process.

For further information or for a confidential discussion please contact Human Resources on (07) 3013 6666. We respectfully advise that no agency applications will be considered at this time.

Queensland Ballet is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility and flexibility, we are committed to supporting you in your career with Queensland Ballet.