



## **POSITION DESCRIPTION**

**Role:** Studio Coordinator

**Status:** Part-time, initially offered as a fixed term contract (until 17 Dec 2021)

**Salary:** \$28 per hour + 10% superannuation / 15 hours per week

**Location:** WXYZ Studios, North Melbourne

**Applications close:** Monday 10 May, 5pm (AEST)

**Enquiries:** Brendan O'Connell, Executive Producer

[brendan@lucyguerininc.com](mailto:brendan@lucyguerininc.com) or (03) 9329 4213

*We are committed to equity and inclusion, and welcome applications from diverse communities, including Aboriginal and Torres Strait Islander, cultural and regional communities, and people with disability.*

### **The Company**

Lucy Guerin Inc (LGI) is a contemporary dance company based at WXYZ Studios in North Melbourne. Established in 2002, LGI makes a leading contribution to the cultural life of Melbourne and Australia through its highly acclaimed productions, and supports risk and innovation as a means of extending dance as an artform. Across its 19-year history, the company has established itself nationally and internationally as being at the forefront of contemporary dance practice through the creation of an acclaimed repertoire of works that regularly tour Australia, Asia, North America and Europe.

Each year LGI presents a range of new work and sector programs including world premieres, tours of works in repertoire, creative development projects, residencies, talks, and so much more; working with a range of high calibre artists, performers, and production personnel to realise an ambitious program of the highest standard.

WXYZ Studios is LGI's home base, and in the 2.5 years since opening has grown to become a thriving hub that supports the development of choreographers and dancers in Melbourne, and promotes dialogue and exchange with national and international artists.

### **The Role**

The Studio Coordinator is a new role in the company, designed to provide a regular interface between artists, hirers, and the independent dance sector at WXYZ Studios.

A public-facing role, the Studio Coordinator is an integral anchor in the success of LGI. The primary objectives of the role are to support the company's sector development programs as well as broader venue operations at WXYZ, mostly through coordinating processes for our daily classes and providing administrative support.

LGI achieves huge things with a small core team, who work closely and collaboratively to ensure the continued success of the organisation. WXYZ Studios is a busy hub of activity, and this role is vital in delivering high quality experiences to our key stakeholders in order to uphold LGI's reputation as a leader in the Australian dance sector.

Attention to detail, time management, and initiative are all crucial. You will often be the first point of contact for our stakeholders and the public have with us, so being friendly and personable is essential.

We're looking for someone with a professional attitude, a sensitivity to artists and artistic practice, and a good sense of humour. As for us, you can expect great conversation about art and ideas, the opportunity to grow professionally and expand your networks, and a welcoming and flexible working environment.

The position reports directly to the Executive Producer, while working closely alongside other members of the team.

As this is a new role, we're happy to work with the successful candidate in shaping it.

Ideally, we're looking for someone who is able to commit to being at the studio from Mon-Fri each week, 9:30am-12:30pm, to manage daily class; but we're also open to alternative work hours that take in a majority of class times across the week.

*We are an Equal Opportunity Employer.*

### **Duties and responsibilities**

#### **Studio / Venue Coordination (primary tasks)**

- Set up and sign-in for daily morning classes
- Induct participants and external hirers to the studios (as required)
- Coordinate the booking of class teachers
- Set up and sign-in for daily morning classes
- Collect participation and attendance fees for daily classes & workshops
- Liaise with artists and the public by phone, email, and in person regarding hires, classes, and activities at WXYZ
- Support the coordination of studio hires at WXYZ Studios, including evening and weekend bookings
- Undertake daily studio maintenance, including coordination of contractors for cleaning, heating and cooling, pest control, rubbish removal etc (in collaboration with Company Administrator)
- Support the management of studio equipment hires and coordinate cataloguing, storage, and maintenance (incl. audio visual, furniture, tools, etc)

#### **General (secondary tasks)**

- Support the coordination of volunteers, interns, residencies, workshops, and secondments
- Support data collection, evaluation, and tracking artist development
- Participate in planning via company meetings and strategic planning reviews
- Support the collation and uploading of material for company archive
- Support company initiatives promoting diversity, equity and inclusion at LGI (e.g. Disability Action Plan)
- Be available to assist with events outside of regular work hours, as required and to be negotiated on a case-by-case basis

## **Selection criteria**

### Essential experience

*(you'll need these skills to succeed in the role)*

- A warm, friendly, and hospitable demeanour
- Strong computer literacy, including familiarity with Microsoft Office suite
- Strong communication skills (written and verbal), and the ability to develop and sustain relationships with internal and external stakeholders
- Excellent time management with an ability to prioritise tasks, and thorough attention to detail
- An ability to work successfully as part of a team and independently
- A passion for, and knowledge of, the performing arts - with a specific interest in contemporary dance
- A willingness to learn, grow, and be adaptable within the role
- Flexibility to assist with events outside of regular work hours

### Desirable experience

*(while it would be nice to have some or all of these, we're willing to work with the right person to help develop these)*

- Be available to assist with events outside of regular work hours, as required and to be negotiated on a case-by-case basis
- Knowledge of LGI's works and history
- Experience working within a performing arts organisation, venue, or festival
- Financial skills – cash handling and reconciliation
- Experience working in, or an understanding of, venue operations/production
- Possess a valid Australian driver's licence