

LUCY GUERIN INC // STUDIO COORDINATOR POSITION DESCRIPTION

Status: Part-time fixed term contract (until 16 Dec 2022)
Salary: \$28 per hour + 10% superannuation
Hours of work: Mon-Fri 9am-12pm (15 hours per week)
Location: WXYZ Studios, North Melbourne
Applications close: Tue 24 May 2022, 5pm (AEST)
Enquiries: Brendan O'Connell, Executive Producer
brendan@lucyguerinin.com or (03) 9329 4213

We are committed to equity and inclusion, and encourage 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 20-year history, LGI 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 we present a range of new work and sector programs including world premieres, tours of works in repertoire, creative developments, 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 our home base, and in the 3.5 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 an integral anchor in the success of LGI, providing a regular interface between artists, hirers, and the independent dance sector at WXYZ Studios. The primary objectives of the role are to support delivery of the company's sector development programs and 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 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, opportunities 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.

Duties and responsibilities

Studio / Venue Coordination (primary tasks)

- Set up venue and manage sign-in for daily Morning Class
- Induct participants and external hirers to the studios (as required)
- Coordinate the booking of class teachers, to the direction of the Producer
- Collect participation and attendance fees for Morning Class & workshops
- Liaise with artists and the public by phone, email, and in person regarding hires, classes, and activities at WXYZ
- Support the Company Administrator in their coordination of hires at WXYZ Studios
- Coordinate maintenance of WXYZ Studios, including coordination of contractors for cleaning, heating and cooling, pest control, rubbish removal etc, to the direction of the 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
- Collate and upload of material for company archive
- Support company initiatives promoting diversity, equity and inclusion at LGI (e.g. Cultural Awareness Training, 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
- Any other duties as may reasonably be required

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
- Competency with data entry and database management
- 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 / attributes

(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)

- Experience working within a performing arts organisation, venue, or festival
- Experience working in, or an understanding of, venue operations/production
- Financial skills – cash handling and reconciliation
- A valid Victorian driver's licence
- First Aid Certificate
- Responsible Service of Alcohol (RSA) Certificate