



LUCY GUERIN INC / STUDIO COORDINATOR

ABOUT THE COMPANY

Lucy Guerin Inc (LGI) is a contemporary dance company based at WXYZ Studios in North Melbourne. Across its 24-year history, the company has established itself as being at the forefront of contemporary dance practice through the creation of an acclaimed repertoire of works that regularly tour nationally and internationally.

Each year we present 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. Studio programs include PIECES, Out of Bounds, First Nations Resident, and the Naarm/Solo Dance Exchange.

WXYZ Studios in North Melbourne is LGI's home base, and a thriving hub that supports the development of independent choreographers and dancers in Melbourne, and promotes dialogue and exchange with national and international artists.

ABOUT THE ROLE

The Studio Coordinator provides 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 manage the Morning Class program, studio hires, and 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 organization. WXYZ Studios is a busy hub of activity, and this role is vital in delivering high quality experiences to our key stakeholders 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 people 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 is good-humoured. As for us, you can expect great conversation about art and ideas, the opportunity to grow professionally and expand your networks, and a welcoming working environment.

The position reports directly to the Executive Director & co-CEO, while working closely alongside other members of the team. Ideally, we're looking for someone who is able to

commit to being at the studio from Mon-Fri each week, 9am to 1pm, to manage daily class; but we're also open discussing slightly flexible options with the successful candidate.

DUTIES AND RESPONSIBILITIES

Studio / Venue Coordination (primary tasks)

- Coordinate Morning Class program - teacher bookings, planning (in collaboration with the Producer)
- Set up and sign-in for daily morning classes
- Collect fees for classes/workshops
- Process and reconcile teacher invoices
- Manage studio and equipment hires (in collaboration with the Office and Program Coordinator)
- Liaise with artists and the public by phone, email, and in person regarding hires, classes, and activities at WXYZ
- Induct participants and external hirers to the studios (as required)
- Undertake daily studio maintenance, including coordination of contractors for cleaning, heating and cooling, pest control, rubbish removal etc (in collaboration with the Office and Program Coordinator)
- Support cataloguing, storage, and maintenance of equipment (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
- Help organise and represent the company at LGI events as and when required and available