



JOB PACK | LA BOITE ARTIST COMPANY
MANAGER

DECEMBER 2020

La Boite | Your Voice, Your Stories, Your Theatre

La Boite is an iconic Australian theatre company and one of Queensland's most respected producing houses. As Australia's oldest continuously running theatre company, La Boite has created inspiring, innovative, and adventurous theatre for over 95 years.

La Boite understands that the stories, ideas and voices of our city and country are many and varied and as such seeks to represent and engage in this rich diversity of form, ideas, ethnicity, gender and identity.

La Boite is committed to building workplace diversity, access and inclusion. Diversity is central to innovation, and access and inclusion are key to unlocking its potential. La Boite's diversity will be reflected in its programming and storytelling, as well as in its workforce, audiences, artists and partnerships.

We actively seek out collaborations with exciting partners to create new work and expand the possibilities of form. In the past, La Boite has presented work with Brisbane Festival, Circa, Sydney Theatre Company, Belvoir, Griffin Theatre Company, Opera Queensland, Dead Puppet Society, The Farm, Playlab Theatre and QUT Creative Industries.

Vision

To be Australia's most diverse theatre company.

Mission

To create powerful connections between artists and audiences through stories that entertain, move, empower, surprise and transfix.

We Value

RELATIONSHIPS. La Boite is people-centred, embedding a mindset of thoughtful risk-taking, creativity and innovation while being responsive to our partners' shared strengths and aspirations, and enhancing audience expectations.

RESILIENCE. Through a passionate dedication to diversity, La Boite will thrive with considered, confident and connected strategies that strengthen the company.

REPUTATION. La Boite will continue to grow and strive for greater profile, cementing its role as a vital cultural hub in Brisbane, Queensland and Australia while also distinguishing itself globally as a passionate and necessary storytelling institution.

SUSTAINABILITY. La Boite will strengthen its sustainability and independence through commercial growth, enabling increased artistic and audience development.



Alex Lee, Courtney Stewart and Hsiao-Ling Tang in *Single Asian Female* by Michelle Law, 2017
Photo by Dylan Evans

ABOUT THE JOB | LA BOITE ARTIST COMPANY MANAGER

La Boite Theatre is seeking a motivated and dynamic La Boite Artist Company Manager.

The La Boite Artist Company Manager reports to the La Boite Executive Director and is responsible for providing the essential support required to maintain a supportive, smooth running and vibrant and energetic company of Actors and Creatives.

The La Boite Artist Company Manager will have genuine, friendly, respectful and open communication. This position is the main liaison link between all departments throughout the organisation and relevant stakeholders in relation to the La Boite Artist Company.

La Boite is a unique workplace and offers incredible opportunity to grow and 'own' your job. The ideal person will possess a positive attitude, a forward-thinking out-of-the-box approach to tackling new challenges. This position is an excellent opportunity for a motivated administrator and producer looking to make their mark, who thrives in a fast-paced environment, enjoys live theatre and working within a dynamic creative environment.

La Boite encourages applications from Indigenous Australians, people who are d/Deaf and/or disabled, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender and intersex (LGBTQIA+) people.

Overview

Hours:	38 hr/week. Flexibility required when it comes to working hours based on operations of the venue, functions and events. Out of hours work is expected with this position.
Reporting to:	This position reports to the Creative Producer and Creative Leads and collaborates with the Production Manager.
Supervising:	The position supervises all members of the La Boite Artist Company
Conditions:	Qualifications/licences required: First Aid Certificate, Open Drivers Licence

La Boite Theatre values the importance of a work/life balance and flexible working hours are available.

Goal

The La Boite Artist Company Manager is a hands-on logistical, administrative, and operations focused role that is responsible for day to day management of the La Boite Artist Company. This candidate will have experience in stage and production management and maintaining a safe and welcoming environment for artists, creatives and theatre practitioners of diverse backgrounds.

Duties

1. To manage the logistics and artist services duties for The La Boite Artist Company
2. To coordinate all administrative and stage management requirements for The La Boite Artist Company
3. To provide effective management of all members of The La Boite Artist Company, focused on staff welfare, communication, and engagements.

Duties and Responsibilities

1. To manage the logistics and artist services duties for The La Boite Artist Company

- Oversee the delivery of ongoing La Boite Artist Company activities, including the planning and setting up of rehearsal rooms/spaces, performances, showings, workshops and additional events.
- Take responsibility for the management of rehearsal spaces and ensure that they are well prepared and safe environments.
- Source and book additional rehearsal space if required.
- Oversee the effective and efficient organisation of La Boite Artist Company calls under their relevant agreements.
- Liaise with Artistic Leads to ensure production requirements are met in a timely fashion and all departments are kept informed of what is required.
- Maintain housing, travel, hospitality, and ticketing tracking document for each relevant activity for the La Boite Artist Company.
- Liaise with the Marketing Department to organise publicity and press calls.
- Liaise with Costume designer/s to organize wardrobe calls and fittings.
- Liaise with Venue & Ticketing Department to ensure comp tickets and/or house seats are allocated for the La Boite Artist Company across the LB mainstage, HWY, and additional activities.
- Write and distribute the relevant schedules for the La Boite Artist Company activities.
- Liaise with Creative Producer and Production Manager to support the running of the technical and dress rehearsals for relevant activities and ensure that schedules are kept on track.
- To be present for all technical and dress rehearsals and previews and press activities as required.
- Liaise with the Youth & Education Producer to support all relevant Youth and Education touring and offsite activities.

2. To coordinate all administrative and stage management requirements for The La Boite Artist Company

- Deal with any contractual matters which may arise, in conjunction with the Executive Director and Creative Producer
- Ensure the implementation of employment terms for all members of the Company are in accordance with the employment conditions as set out in the Live Performance Award.
- Manage petty cash, credit card transactions, purchase orders, and all other financial transactions regarding The La Boite Artist Company.
- Take responsibility for managing agreed budgets under your control for La Boite Artist Company activities, in consultation.
- Monitor and control overtime as required and take responsibility for the processing of timesheets for The La Boite Artist Company.
- Undertake Stage Management and/or Assistant Stage Management duties as required across the mainstage season, HWY, and additional events on an ad hoc basis.
- Attend all staff and management meetings and keep other staff informed of venue activities.
- Disseminate accurate information to internal and external stakeholders.

3. To provide effective management of all members The La Boite Artist Company, focussed on the promotion of staff welfare, communication and training.

- Create, maintain and nurture relationships with all members of The La Boite Artist Company.
- Maintain up-to-date knowledge relating to events for The Artist Company, including overseeing internal calendars and room bookings.
- Keep all members up to date with compulsory staff training including Cultural Conversations program.
- Play an active role in the life of La Boite and work across all departments with a focus on integrating the members of the company in a positive and engaged organizational culture.

Other

- Comply with La Boite's Workplace Health and Safety legislation and COVID Safety legislation to actively promote safety in the workplace
- Comply with La Boite's Policies and Procedures and with relevant legislation and regulations.
- Other occasional duties which are within the goals and scope of this position description but not specifically listed.

SELECTION CRITERIA:

1. Experience in stage management and tour coordination
2. Orderly, efficient approach to administration, demonstrated time management skills and a high level of attention to detail
3. Experience in leading, managing and inspiring teams of people from diverse backgrounds
4. High level communication skills and demonstrated ability to work with the key stakeholders of an arts organisation
5. Sound understanding of OH&S and a commitment to principles of equal opportunity
6. Knowledge of the contemporary Australian arts sector
7. Excellent computer skills

How to Apply

Your application should include the following:

- A cover letter highlighting your key skills and experience
- Response to selection criteria
- A current resume, including contact details for two referees

Please email your application by midnight Monday 11 January with *La Boite Artist Company Manager* in the header.

If you would like more information about the role, please email jobs@laboite.com.au or call Executive Director, Zohar Spatz on 07 3007 8600.



Andrew Johnson, Mik Easterman, Naomi Price, Michael Manikus, Jason McGregor
In La Boite and The Little Red Company's *Lady Beatle* - image by Dylan Evans