Program Manager

REPORTS TO	DIRECT REPORTS	EMPLOYMENT STATUS	LOCATION
Executive Director & Co-CEO (Business Lead)	Nil	Full-time	La Boite Theatre

Position purpose

The Program Manager coordinates La Boite's artistic program, turning artistic plans into organised, deliverable activity. The role manages schedules, contracts, logistics, budgets and information so artists and internal teams can work effectively.

Key accountabilities

1. Program planning and delivery

- Coordinate delivery of the mainstage season, artist development and related artistic activity.
- Maintain shared schedules, milestones and delivery plans across artistic, technical, marketing and business functions.
- Monitor budgets, commitments and deliverables and escalate emerging issues early.
- Support co-productions, presentations, commissions and creative developments.
- Coordinate evaluation, acquittals and program reporting.

2. Artist contracting and logistics

- Coordinate artist and creative personnel contracting within approved terms, budgets and agreements.
- Manage onboarding, schedules, travel, accommodation and engagement information.
- Act as a reliable organisational contact for artists and creative teams.
- Maintain accurate contracts, contacts and sensitive records.
- Ensure artist requirements and organisational commitments are communicated to relevant teams.

3. Rehearsal and production coordination

- Coordinate rehearsals, readings, workshops and the transition into production and performance.
- Work with stage management, production personnel and the Technical & Venue Manager on schedules, access and delivery requirements.
- Maintain practical communication between creative teams and La Boite staff.
- Coordinate meetings and calls required to keep activity moving.
- Resolve or escalate delivery issues promptly.

4. Budgets and internal coordination

- Support production and program budgeting, tracking expenditure and forecasts.
- Coordinate purchase orders, invoices and artist payments with Finance.
- Provide accurate program information for marketing, development, funding and operational needs.
- Act as a central source of current program information.
- Provide program-related support to the Artistic Director.

Selection criteria

- Experience coordinating theatre, performing arts or similarly complex creative programs, including schedules and production environments.
- Experience with artist contracting, logistics and project or production budgets.
- Strong organisation, attention to detail and ability to manage concurrent priorities.

- Clear communication and relationship skills with artists, creative teams and colleagues.
- Practical judgement, discretion and calm problem-solving when plans change.

Measures of success

- Programs are delivered on time and within approved budgets.
- Contracting, onboarding, logistics and records are accurate and timely.
- Artists and creative teams receive clear, professional support.
- Information flows effectively across artistic, technical, marketing, development and business functions.
- Delivery issues are identified early and resolved appropriately.