

Position Description

Position: Industry Development Manager

Hours: Part time, 0.6 FTE. The exact days and hours are open to negotiation, with flexible working arrangements available. The role is required to work at VAPAC events, which involve some out of hours work.

Term: The position is offered for an initial 12-month contract, with a 3-month probation period. There is potential for the role to be extended subject to funding and performance.

Reports to: Executive Director

Location: This role is work-from-home, with some travel required for VAPAC events and meetings with members. Equipment will be supplied, and all travel costs covered.

Salary: \$75,000 per annum pro rata + superannuation.

Purpose

The Industry Development Manager is a new role at VAPAC, created to work collaboratively with the Executive Director in growing the membership of the association and to undertake transformational capacity building work with our members and the broader sector. The role will have a focus on supporting VAPAC's current members, building relationships with new member venues, and delivering on the aims of VAPAC's [Industry Development Initiative](#) to address the workforce shortages in technical roles in our member venues.

About VAPAC

The Victorian Association of Performing Arts Centres (VAPAC) is the peak body representing performing arts venues across Victoria and Tasmania, playing a key role in developing and maintaining a vibrant and sustainable performing arts sector.

We represent a diverse range of performing arts venues and theatre professionals engaged in activities including:

- the presentation of local and touring performing arts productions
- new work commissioning and co-producing
- community cultural development and community engaged practice
- commercial venue hire
- festival delivery
- non-arts events and functions such as meetings and conferences
- theatre design and;
- arts and cultural consultancies.

VAPAC supports our members through the provision of professional development opportunities, events, and by advocating on behalf of the sector to government at all levels. We are the lead presenting partner of

Showcase Victoria, an annual multi-day event connecting performers with venues and audiences through a program of outstanding live performance.

Key Internal Relationships

The Industry Development Manager reports to the Executive Director, and works collaboratively with other staff and contractors as required. There are no direct reports for this position. This role is required to liaise with the VAPAC Executive Committee.

Key External Relationships

The Industry Development Manager cultivates and maintains positive relationships with key stakeholders, including:

- VAPAC Members
- The VAPAC Industry Development Taskforce
- Government departments and agencies such as Creative Victoria and the Department of Education.
- Other industry peak bodies.
- Non-member organisations, particularly in the education sector.

Key Accountabilities

1. Industry Capacity Building and Advocacy

- Work collaboratively with the Executive Director and the Taskforce to plan and deliver the objectives of the VAPAC Industry Development Initiative, to address the current shortage of technical staff in performing arts venues.
- Participate in meetings with key government stakeholders to advocate for greater investment in workforce development for our sector, and provide advice on initiatives.
- Work with VAPAC members from the education sector and industry training bodies to strengthen training and career pathways into our member venues.
- Liaise with representatives from other industry peak bodies to ensure a unified approach to workforce shortages across the sector.
- Assist in promoting VAPAC's role as a leader on key issues from the broader arts industry.

2. Member and Stakeholder Engagement

- Maintain positive relationships with VAPAC members through the provision of support and expert advice, including visitation both in-person and online.
- Work collaboratively with the Executive Director to grow the VAPAC membership through establishing relationships with venues and stakeholders who meet the criteria for joining the association.
- Collaborate in the planning and delivering of VAPAC events, including meetings with venue managers and the Technical Managers Network.

- Work with VAPAC members to identify key issues in the industry and collaborate with the broader VAPAC team to create initiatives to address them.
- Through undertaking industry research and member engagement, identify key issues requiring new resources to support our members, and work with the broader VAPAC team and members to create them.

Selection Criteria

Essential

1. Demonstrated experience in working in the performing arts industry, with a strong understanding of the sector ecology. An understanding of the technical roles in the industry would be advantageous.
2. Strong stakeholder engagement skills, with demonstrated experience in building relationships with a diverse range of organisations and people.
3. Advanced written and verbal communication skills, with demonstrated experience in presenting at events and formal meetings.
4. An understanding of the education and training sector, including training and career pathways.
5. Strong time management skills, with the ability to balance competing demands.
6. A collaborative and positive approach to work, and a continuous improvement mindset.

Desirable

1. Experience in working for an industry peak body, preferably in the arts.
2. An understanding of advocacy and policy development.
3. An understanding of workforce development principles.
4. Experience in meeting sales targets or KPIs.

Expressions of Interest

If you have further questions about this opportunity, please contact Jade Lillie - details below.

Expression of interest (EOI) are accepted until **11.59pm on Sunday 9 July 2023**.

Please send your CV and cover letter, maximum two pages outlining your suitability for the role to:

Jade Lillie

Recruitment Lead

hello@jadelillie.com

Subject: EOI - VAPAC, Industry Development Manager