

Breaking Ground Project Manager Job Description

JUTE Theatre Company is seeking a skilled project manager to lead the planning and implementation of a new and exciting theatre program involving New Australian/Refugees from African backgrounds. The ideal candidate will have theatre production or event management experience as well as strong skills in consultation processes and effective development of work plans and evaluation frameworks.

Objectives of this Role

- Build and implement consultation processes with the program's key cultural consultant stakeholders.
- Build and develop the project team to ensure maximum performance, providing project briefs, practical direction, and clear expectations.
- Lead the project guided by key performance indicators of desired outcomes; creating schedules, liaising with project's Creative Producer and cultural consultant stakeholders regarding appropriate outcomes, and co-ordinating a small team of arts workers
- Coordinate internal and external project resources, ensuring project rolls out in timely manner, managing project venue booking, and other physical requirements of the project.
- Work within a defined budget, in collaboration with project staff and consultant stakeholders.
- Analyze project progress and, when necessary, adapt scope, timelines, and costs to ensure that the project meets its requirements and best possible outcomes.
- Maintain relationships with identified cultural stakeholders, providing regular contact on project status, updated needs and changes.
- Provide for effective monitoring and evaluation processes, ensuring the collection of hard and anecdotal evidence to support the project into future stages.

Daily and Monthly Responsibilities

- Establish and maintain processes to manage the project lifecycle, setting up detailed project task lists (Teamwork), providing progress reporting, and assessing/managing risk mitigation.
- Liaise with all stakeholders and employees of the project to ensure clear communications; arrange meetings, detail outcomes, ensuring

outcomes from the meeting are circulated for confirmation/prompting, provide updates on any changes to schedule, seek approval for any variations to dates or project activities from funding authorities.

- Work with the project's Creative Producer to practically support her in effective creative delivery of the project.
- Work with the project's Marketing and Promotions officer to support the effective promotion and marketing of the project.
- Using the company's CRM, building and managing an integrated database of project contractors, stakeholders, consultants, participants, cultural groups and key audience influencers.
- Develop and maintain partnerships with outside resources—including cultural groups and researchers
- Monitor and assign resources appropriately to streamline project efficiency and deliver best outcomes.
- Provide written project reports identifying outcomes and/or risks to the creative producer as needed.

Skills and Qualifications

- Demonstrated knowledge, understanding and experience in working with people from a refugee background, especially with young people from an African heritage,
- Training in Cultural Engagement as it pertains to working with Migrant/Refugee communities/individuals
- Project management or event management experience, including budget management, project planning and implementation.
- Hands-on experience with using digital project planning platforms, database and communications.
- People skills- an ease for interpersonal relationships, awareness of and sensitivity to cultural differences and diverse approaches.
- Proven success working with all levels of management
- Strong written and verbal communication skills
- Strong presentation skills

Preferred but not required Skills and Qualifications

- Professional experience in theatre or arts industry.
- Trauma training
- An interest in theatre and story-telling.
- Understanding of Teamwork, Active Campaign, Dropbox, Google Drive, Google Meet, Excel budget sheets.