



Position Description

ReadyMade Works Studio Manager

ReadyMade Works (RMW) is seeking a new studio manager who is enthusiastic, self-motivated and responsible to manage the RMW Studio, including supervising bookings, creating invoices and maintenance of the studio. The part-time role will work in collaboration with the Creative Producer and Communications Manager to ensure the smooth running of the organisation.

ReadyMade Works is a not-for-profit organisation whose core business is to support a sustainable and vibrant ecology for the independent dance sector in Sydney. Well-loved by our community, we are unashamedly lo-fi with a passion for the craft.

Website: <https://www.readymadeworks.com.au/positions>

Closing date for applications: Friday 1 September 2023 to board@readymadeworks.com.au

About the organisation:

We are a small organisation run by artists, for artists. Originally founded in 2013 by Samantha Chester, ReadyMade moved to a new organisational structure in 2018. For the last two years the organisation has been run by Creative Producer Jane McKernan and studio manager Chanel Cheung. Chanel will be remaining with the organisation, moving into a new position as our communications manager.

At the core of RMW's vision is the culture-changing creative work done by independent dance artists. RMW understands that excellence in the arts stems from artists having the time, space and support to take risks, insist on new approaches and make the work they deem is urgent. We aim to be Sydney's hub for practice, training, exchange and sharing of independent dance, with a program made up of 4 distinct strands, that has been developed and honed over the last three years:

1. Regular programming of workshops, conversations and sharing practice for professional development and peer to peer feedback.
2. Subsidised studio space for performing artists/groups
3. A targeted 3-tiered residency program including funded short-form and long-form residencies, a dedicated residency for a NSW regional artist and a quick-turn-around residency/exchange program.
4. Public performance events that connect audiences to art in the making and give artists an opportunity to test performance ideas.

Working Hours and Pay:

The Studio Manager role is part-time, 8 hours per week, and will require flexibility as the work may involve evenings and weekends.

The salary is based on \$57,220 per annum (\$11,445 pro rated to 0.2 FTE, \$220 a week) plus superannuation.

The Studio Manager will be provided with 2 hours free studio space a week or accumulative if requested - the studio time is made around existing bookings.

Primary Duties:

The Studio Manager will:

- Manage studio bookings: including the online calendar, hire agreements, payments, and access to the space for hirers, and updating the lockbox code.
- Liaise with hirers, answering email and phone call inquiries in a timely manner.
- Maintain the studio: including light cleaning duties such as sweeping and vacuuming the studio floor and wiping down surfaces once a week; replacing towels and toilet paper; and putting out the bins.
- Manage payments through MYOB and Square, including invoicing.
- Report to the Creative Producer to ensure efficient communication between the hire and artistic program sides of RMW
- Liaise with City of Sydney/Ventia and provide access for repairs as necessary and as directed by the Creative Producer
- Be available to assist with RMW programs as needed.

Key Selection Criteria:

1. An understanding of the dance and/or performing arts sector in NSW
2. Demonstrated communication skills.
3. Demonstrated management skills.
4. Demonstrated ability to work independently.
5. Some financial experience – invoicing, managing payments etc.

Desirable Selection Criteria:

1. A practising Sydney based dance artist.

To Apply for this Role

Please send a cover letter of no more than one page addressing the selection criteria and your CV. Please name two referees including someone from the independent dance community. Address applications and questions to Jane McKernan at creativeproducer@readymadeworks.com.au

Closing date for applications: Friday 1 September with interviews happening mid - September. This role will start in October 2023 with a handover period with the current studio manager Chanel Cheung.