

Position Description

Position	Regional Tour Manager
Department	Artistic Planning, Producing and Events
Reports to	Tour Producer and Company Manager
Direct Reports	None
Contract Length	June 2022 to September 2022

Our Company

The Australian Ballet is one of the world's leading national ballet companies and a globally recognised Australian major performing arts organisation. Each year the company presents upwards of 220 performances through its main stage seasons in Melbourne, Sydney, Brisbane, Adelaide and Perth; along with public programs, special events, an extensive regional tour, a Children's Ballet and Education programs and regular overseas tours.

Orchestra Victoria (OV), provides pit services for ballet and opera in Victoria, and is a wholly owned subsidiary of The Australian Ballet. The Australian Ballet and Orchestra Victoria have an annual turnover of more than \$70 million and employ over 265 staff.

About the role

The Regional Tour is presented by The Australian Ballet, in collaboration with The Australian Ballet School. The tour consists of dancers from The Australian Ballet (TAB), as well as the students from the graduating level of The Australian Ballet School, alongside TAB staff and crew. Every year the Regional Tour visits different regional locations around Australia, providing ballet lovers outside the capital cities an opportunity to enjoy the magic of dance in their hometowns.

The Tour Manager is responsible for leading this year's Regional Tour through towns in New South Wales, Victoria, Tasmania and Northern Territory over 5 weeks. With a three-week pre-production period, the Tour Manager will receive a handover before commencing the tour from Melbourne. It's the Tour Managers' responsibility to ensure the tour is delivered according to plan, trouble shoot issues that arise and perform the necessary daily tasks related to the production, logistics and touring party. The role should not only represent the company to the best of its ability but create a harmonious environment that encourages positive health and wellbeing whilst on tour.

Duties and Responsibilities

- Travel with the company in the capacity of Tour Manager and undertake related duties
- Liaise with theatre management and appropriate staff in all performance venues to ensure the venue is aware, in advance, of all activities and related front and back of house requirements of the various departments of the company, during the company's hire of the venue
- Supply any necessary wages information to the Company Manager for fortnightly processing including travel allowances and reimbursements in accordance with relevant industrial awards and Certified Agreements?
- Manage a petty cash float for the touring party
- Deal with accommodation issues as they arise
- Daily hands-on management of touring company while resident at a venue
- Manage incidents and appropriate follow up with the venue

- Liaise and arranging any safety briefings at venues and participate in any appropriate warden training, drills and evacuations
- Allocate the house seats for performances
- Fulfil The Australian Ballet's duty of care to the touring party and guests – general safety and welfare, and being available to discuss ideas, issues, concerns
- Be familiar with TAB Dancers' Enterprise Agreement 2020-2023, The Ballet Technical Agreement, other relevant industrial awards, company policies and their application, and monitor compliance by the dancers and management.
- Follow daily tour process documents to insure all elements of the tour are delivered to the venue

Knowledge, skills and abilities

- A working knowledge of tour management
- A working knowledge of theatre management, procedures and practices
- IT skills – Word, Intranet, Excel, Internet
- Written and oral communication skills
- Planning and organisational skills
- High work standards
- Decisiveness
- Practical thinker that can work under pressure
- Attention to detail and forward thinking
- Personnel management
- Team work

Qualifications and experience

- Experience in on the road regional and metropolitan touring
- Experience in theatre management, procedures and practice

Our Values

We are exceptional In our art we strive to inspire, transform and to connect emotionally with our audiences. Beauty, athleticism, technical excellence and strength are hallmarks of our aesthetic.

We are ambitious We know where we are going. We believe in our ability to make things happen and to reach for the stars. We're disciplined and don't give up. We do things today.

We are innovators Creativity powers our company. We value knowledge, experience, open-mindedness, fresh thinking and passion on and off the stage.

We are proudly Australian Our company joyfully reflects the rich diversity of our nation, speaking to all Australians, and about Australia, to the world

We are one team We work as one team towards common goals across the entire organisation, wherever we are and whatever we do. We are friendly, trusting in our relationships, always open to the other point of view, and willing to have courageous conversations

We are sustainable We recognise the importance of diverse and growing income streams, and our dependence on state-of-the-art facilities and systems.