



OPERATIONS MANAGER CANBERRA REPERTORY THEATRE (REP)

Full/Part time: 30-38 hours per week

Remuneration: \$70,000-\$90,000 (pro-rata)

Application Deadline: Mon 25 Nov 2025 (cob)

Start Date: to be negotiated, ideally prior to 31 Jan 2026

Contact: president@canberrarep.org.au Antonia Kitzel (0452 077 823) Trixie Makay (0411 262 346)

Canberra Repertory Society (REP) is seeking an experienced Operations Manager to oversee the seamless running of our venue and company. This pivotal role involves leading operations, managing budgets, and in cooperation with Council and Volunteers ensuring a great experience for our patrons, members, volunteers and friends.

REP is a vibrant, dynamic and inclusive part of the Canberra's cultural landscape. Operating out of Canberra REP Theatre, adjacent to the ANU School of Art and Design in Acton, REP is unique: as one of Australia's oldest community theatre companies, staging six major productions every year with over 550 productions to our credit. REP is a not-for-profit organisation, registered with the ACNC as a Charity. REP's corporate structure is as a Company Limited by Guarantee. As a strong volunteer-led organisation, REP is proud of its professional standing and connections in the community.

The Council undertakes the executive management of Canberra Repertory Society (REP). Council's overarching goal is to achieve strategic, business and governance oversight and planning.

The Operations Manager oversees the company's daily operations and the fulfilment of strategic goals. Key responsibilities include managing resources, policies and processes, ensuring quality control, legal and safety compliance. The role requires a mix of leadership, strategic planning, and problem-solving skills to meet organisational goals.

This position reports directly to the Council's Executive. Working in collaboration with Council committees, the bookkeeper (contract), marketing assistant (casual), Company Secretary (volunteer), and Trustees (volunteers). Day-time box office personnel (volunteer/s) report directly to Operations Manager.

Key responsibilities

In consultation with Council and Executive, and in line with the Strategic Plan 2022-32. This includes:

- **Strategic planning:** Develop and implement operations strategies aligned with company goals.
- **Financial management:** Oversee budgets, manage costs, and examine financial data to improve profitability, working closely with the company's Treasurer and Bookkeeper. maintain accurate and up-to-date records for all business and financial matters;
- **Day-to-day oversight:** coordination and operation of the theatre and its uses (including coordinating building maintenance, inventory, outside hires and REP events).
- **Statutory reporting:** responsible for annual statutory reporting; this includes liaising with external Auditors, legal representatives and REP Council
- **Stakeholder engagement:** establish and maintain relationships with other cultural, community, government organisations and media. in conjunction with volunteers support sponsorship from local Government agencies and the business
- **Council Support:** attend Council and Executive meetings as required (usually once a month); provide regular feedback and reporting to Council and contribute to strategic and business planning, including budget, ticketing, maintenance
- **Core Theatre Business:** ensure all performing rights, royalties and related production fees, including insurance policies, are in place and current; ensure health and safety protocols and compliance are observed

Necessary skills

- Strong leadership and management skills
- Excellent communication and interpersonal skills
- Problem-solving abilities

- Strategic thinking
- Analytical skills
- Proficiency in managing budgets and resources

Desirable:

- passion for the performing arts esp. live theatre
- knowledge of theatre production processes, theatre and production related WHS
- knowledge of Canberra REP and/ or other local theatre organisations

To Apply

Please submit your resume and a cover letter detailing your experience and suitability for this role via email (president@canberrarep.org.au).

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