



Curious Legends

Operations Manager Role

Curious Legends is seeking a dynamic individual to join us in our newly-minted **Operations Manager** role. This senior management position works closely with the Artistic Director/CEO and Creative Producer to ensure the company flourishes both operationally and strategically. As a key leader, you will be our backbone of brilliance – our coordinator of chaos, expertly managing the daily nuts and bolts of our operations, enabling our creatives to push boundaries, bring artistic visions to life, and share our work with the world—and beyond!

Key Responsibilities:

- **Daily Operational Management:** Take charge of essential administrative tasks, including booking contracts, sending invoices, chasing payments, and liaising with stakeholders as well as company artists.
- **Payroll & Payment:** Manage our payroll and contractor payments on a fortnightly basis
- **Performance Opportunity Development:** Work alongside key staff to seek out and secure new performance opportunities with festivals, councils, and events that expand our reach.
- **Funding and Sponsorship:** Research and pursue grants, sponsorships, and funding opportunities. Craft compelling applications and ensure proper acquittals to maximize our financial support.
- **Process Optimization:** Oversee and refine company processes, suggesting and implementing improvements where needed to maintain our edge.
- **Collaborative Project Support:** Work hand-in-hand with the Artistic Director and Creative Producer to manage additional administrative and project-related tasks as they arise.
- **Operational Backbone:** In general? Be the administrative engine of our company, handling the nuts and bolts of day-to-day operations so the creative team can focus on what they're best at - pushing boundaries and creating extraordinary work!





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Who You Are:

- **Highly organized:** You are capable of managing diverse responsibilities in our ever changing environment. A love of chaos, and making things organised.
- **Computer literate:** This also means having your own laptop and mobile phone. Specifically, you are proficient with tools like Xero, spreadsheets, and cloud-based office platforms. You are happy to learn new computer skills quickly and efficiently.
- **Self-directed:** You have a high level of initiative – particularly around business, strategic planning, and financial management.
- **Love of administration:** This is totally your bag. You are comfortable, and happy, having this as your primary responsibility.
- **Strong culture fit with Curious:** This includes a willingness to push boundaries and social ‘norms, as well as being comfortable around quirky, queer, gender diverse, and left-of-centre artists. We are all of the above.
- **Someone who loves chalk:** We use chalk, milkcrates, analogue technologies, and ‘old-school’ tech such as blackboards on a daily basis.
- **Skilled at networking:** You love – and are skilled at – networking and building professional relationships.
- **Based in Newcastle:** While some days working from home are possible, we would like the bulk of your time spent in our studio. This also means you need to have capacity to handle administrative tasks while our busy, creative flow is happening around you!
- ***Familiar with, and have a love of, our work!***

Employment:

- Remuneration is \$43/hr + superannuation, for a 3 to 4 day per week role.
- Higher rates of pay and increased hours are future possibilities for the right person.
- Employment is provided on a part time basis, with a 1 month trial period. Ideally, the right candidate will be able to commit to a minimum of 2 years.
- This is a senior management role in our company, where you will report and be responsible to the Artistic Director/CEO and Creative Producer.





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Who We Are:

Curious Legends is a vibrant arts company, well-known for its large scale, outdoor performances and events. Past performances have seen us tour work to Taiwan (Halloween - 2024), animate a giant inflatable whale on Newcastle beach (Whale Song - 2024), and create site specific performance with the Worimi community along the Throsby Creek (Gimbay Gatigaan – 2022). We are well loved locally, and gaining increasing reknown both nationally and internationally for our vibrant, engaging, and highly visual theatre.

We are a small team of 6 core staff, managing a busy company with 20+ artists working with us on a per project basis. While some project and people management skills in this role are necessary, our expectation is you will be carrying out the bulk of our administrative tasks yourself. This is a hands on role, where your invaluable experience, energy, and enthusiasm will help drive our company forward!

Over the next 2 years, we are expecting enormous growth. This includes further national touring, the creation several major projects, and further collaborations resulting in international tours. Its an exciting time for our company, and we can't wait to have you a part of it!

Further details on who we are and what we do can be found on our website:

www.curiouslegends.com.au

How to Apply:

Keen to join us? Email your CV, and a cover letter pitching why you're perfect for this role to:

curious@curiouslegends.com.au

Potential applicants will be contacted via phone to discuss the role, and arrange an interview. Applications close at midnight on Friday, January 24th, with interviews held at our Newcastle studio the week after. This role will commence on Monday, February 3rd, 2025, on the ground in Newcastle.

