

Position Title:	Operations Manager
Company:	Museum of Brisbane
Location:	Brisbane CBD
Status:	Full Time
Salary Range:	\$80,000 to \$90,000 plus superannuation Full Time
Job Summary:	Seeking an enthusiastic operations professional to join a highly respected cultural organisation.

- Beautiful offices in the heart of the Brisbane CBD within the historic Brisbane City Hall
- Flexible Working Arrangements Available
- Permanent Position
- Contributing to a dynamic and highly respected cultural organisation dedicated to sharing the stories of Brisbane.

About Museum of Brisbane

The Museum of Brisbane (MoB) is dedicated to celebrating the stories, places, and people of Brisbane. As the City's leading social history and art museum, MoB offers a vibrant, inclusive and dynamic program of exhibitions and programs year-round for locals and visitors to the City.

Key Responsibilities

Operations:

- Ensure the smooth running of Museum of Brisbane, its public and back of house spaces and other off-site facilities.
- Manage the relationship with Brisbane City Council's City Hall Operations team including day-to-day liaison on behalf of the Museum, reporting, and issues management.
- Ensure the highest possible presentation and appearance of the Museum and its public spaces.
- Maintain the Liquor Licence and ensure compliance with all regulations.

Work Health and Safety:

- Ensure a safe environment for Museum of Brisbane and Brisbane City Hall visitors and staff.
- Manage property and assets through the practice of risk assessment, hazard control and the monitoring of emergency procedures.
- In collaboration with the Museum Executive team, manage the immediate organisational response to emergencies during Museum open periods as well as implement emergency procedures for all Museum sites.
- Chair the Museum's WHS Committee and undertake necessary training for all staff, Board and Executive to ensure the Museum adheres to WHS principles.
- Collaborate with the Build and Production Manager to ensure a safe environment during exhibition and project dismantle and build periods.
- Work with the Company Secretary to ensure the maintenance of the Risk Register and other Governance responsibilities.

IT Services:

- Manage the ICT services in conjunction with the external ICT provider.
- Monitor, add and delete services to ensure optimal ICT capability.
- Be the ICT contact person on behalf of the Museum, authorise escalation of issues to external provider that cannot be resolved internally.

- Prepare, implement and monitor the Museum ICT Strategic Plan in consultation with the external ICT provider.
- Act as internal point of contact for day-to-day ICT support including escalation of issues to external provider.

Reporting:

- In collaboration with relevant Departments, provide reports to Brisbane City Council (BCC) and City Hall Operations in accordance with the current BCC Funding Agreement (monthly statistics, monthly events, etc).
- Prepare the WHS and Risk Board Report for all Board Meetings.

General:

- Monitor, review and develop operational, WHS and ICT policies and procedures.
- Manage the WHS and ICT budget ensuring budgetary targets are maintained.
- Take all safety measures when performing duties to ensure the safety of yourself and others, and comply with Museum of Brisbane's WHS management system, Museum policies and procedures and WHS Government legislation.

Selection Criteria

The successful applicant will demonstrate all or most of the following:

- Experience working in a similar role in front of house and venue operations, ideally in a Museum, performing arts venue or busy customer service focussed venue.
- Knowledge of and experience in safely implementing Work Health and Safety and Emergency procedures and maintaining effective and safe front of house operations in a public venue.
- Demonstrated experience in stakeholder management and communication.
- Demonstrated experience with high quality and accurate reporting.
- Experience in managing the ICT function within an organisation.

Employer Questions

Your application will include the following questions:

- Which of the following statements best describes your right to work in Australia?
- How many years' experience do you have as an operations manager?
- Have you worked in a role which requires a sound understanding of OH&S/WHS?
- Have you completed a qualification in Work Health & Safety?

How to Apply

All applications will be managed with strict confidentiality. Please submit your resume and covering letter addressing the above selection criteria. Applications close **COB Monday 10 February 2025**.

The Museum of Brisbane is committed to diversity and an inclusive workforce. Aboriginal and Torres Strait Islander People are encouraged to apply.

We celebrate, value and include people of all backgrounds, gender and expressions, sexualities, cultures, bodies and abilities. When you apply, you are welcome to tell us the pronouns you use and please let us know any reasonable adjustments you may need during the interview process.