

thistle hall community venue

cnr cuba & arthur streets | po box 9714 marion square | wellington | ph. 3843088 | office @ thistlehall.org.nz



Manager Position

Thistle Hall is a unique inner-city venue in upper Cuba St, attracting a diverse range of interest groups and users. It operates a gallery space and a meeting room, as well as the upstairs hall space. It is owned and maintained by Wellington City Council, and managed by the community through a board of trustees.

Our philosophy is to provide a friendly community venue that facilitates and encourages positive community activities – cultural, creative, recreational, educational and social – that support the needs of the city’s communities.

The position is sole charge and requires a self-starter, able to anticipate and independently find appropriate solutions for a diverse range of unexpected situations.

The role is part-time – 20 hours a week. The manager is expected to maintain open office hours of 10.00am – 4.00pm Mondays and Wednesdays and 11.00am – 6.00pm Fridays (a total of 19 hours). The manager may use the additional one hour per week in a flexible way either in the office or as required for additional meetings and responsibilities. There may be occasional times when the manager needs to respond to hirer issues.

The manager reports to the Thistle Hall Board of Trustees.

Role of the Manager

To manage the facility as a friendly, responsive and efficiently run community venue providing opportunities for social, recreational, cultural, creative and educational development to the communities of Wellington.

Responsibilities

Administration and Venue Management

The manager is responsible for the day to day running of the hall ensuring effective and efficient maintenance and usage of the assets and facility including:

- Facility hire – bookings, hire agreements, payments and ensuring the responsibilities of hirers are met;
- Facility maintenance – managing of cleaning, building maintenance and security;
- Office coverage – providing a presence in the office as agreed with the board;
- Ensuring all administration systems are effective and efficient;
- Ensuring the facility and users comply with current Health and Safety Regulations; and
- Reporting – preparing the annual general plan, monthly reports to the board, and annual reports to the Wellington City Council.

Community Venue Development

The manager actively promotes the facility and its activities to enable full utilisation of the hall in line with its goals and to a wide range of user groups including:

- Liaising with regular users and ensuring harmonious working relationships;
- Identifying and developing new programmes in response to community needs; and
- Liaising with and acting as a representative of Thistle Hall to a range of people and communities including the Wellington City Council, local residents and businesses, community groups and organizations, and other community centre managers.

Financial

The manager ensures Thistle Hall is well funded, and prudently managed including:

- Applying for funding and managing fundraising as required – monitoring, evaluating and reporting back to funders;
- Developing an efficient budget;
- Data entry of monthly accounts into MYOB system;
- Preparation of annual accounts for auditor;
- Ensuring the facility is managed effectively within the budget; and
- Ensuring accurate and up to date financial records and monthly reports to the board on the current financial status.

Skills and Experience Required

- Proven ability to relate effectively with a diverse range of people;
- Proven as a self-starter with initiative and adept at following through tasks and goals;
- Experienced communicator including written and liaison skills;
- A team player;
- Systematic administration skills, and a knowledge of MS Word, Excel Outlook and MYOB;
- Experience in accurate financial record keeping;
- Funding experience; and
- A demonstrated commitment to the Treaty of Waitangi.