



POSITION DESCRIPTION

Position	Head Chef
Department	Operations & Experience
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024</u> and its successors
Remuneration	\$96,950 pa, plus 12% superannuation
Terms of engagement	12-months fixed term in a full time (1.0 FTE) capacity
Work location	Geelong Arts Centre, 50 Little Malop Street, Geelong Costa Hall, Deakin University Waterfront Campus, Geelong
Date reviewed	December 2025
Approved by	Chief Executive Officer & Creative Director

ABOUT GEELONG ARTS CENTRE

We curate, support and present a diverse range of music, theatre, comedy and dance performances, as well as important cultural and arts practice dialogue, workshops, developments, community experiences and free public activations. Our work seeks to welcome every person in our community to engage, learn and express their creativity, making art a universal experience.

Geelong Arts Centre is the cultural heartbeat of Victoria's second-largest city. Established in 1981 as a Victorian Government statutory agency, we have evolved into Australia's largest dedicated regional performing arts complex. A landmark \$140 million redevelopment, completed in August 2023, quadrupled public space, installed world-class staging, lighting and acoustic systems, and created fully accessible foyers that link the historic Ryrie Street building with a striking new Little Malop Street façade designed in consultation with Wadawurrung Traditional Owners.

The campus now comprises four distinct performance venues supported by rehearsal studios, exhibition foyers and meeting and event spaces. Additional creative spaces include purpose-built rehearsal rooms, creative workspaces, and a range of hospitality areas including *Tutti*, our in-house café and restaurant which serves both the general public enjoying the precinct and our audiences pre-show.

Geelong Arts Centre curates a year-round season that pairs national and international touring productions with locally produced work. The Centre also commissions and co-produces work with producers from across the country. Core strands span mainstage theatre, contemporary dance, classical and popular music, children's and family programming, First Nations storytelling and multidisciplinary festivals. A large number of community events perform annually including schools and community ensembles alongside commercial promoters and touring artists.

Geelong Arts Centre is supported by a strong and growing philanthropic and corporate community who champion our work for and by the community. Community engagement and lifelong learning are embedded in our *Creative Learning* program which partners with educators from kindergarten to Year 12, offering curriculum-aligned performances, artist workshops and teacher resources. *Creative Engine*, the Centre's industry development hub,

POSITION DESCRIPTION



allocates seed funding, rehearsal space, mentoring and networking to emerging artists, sustaining a vibrant regional talent pipeline.

Access programs including Auslan-interpreted shows, relaxed performances, sensory-friendly matinees and ticket subsidies ensure that people of all ages, abilities and backgrounds feel welcome.

OUR PEOPLE

We want to make Geelong Arts Centre a place where people genuinely want to work — safe, supported, motivated, and inclusive. The Centre will invest in its workforce by building skills, capability, and organisational agility, while recognising and rewarding performance. We are committed to fostering a diverse, positive, and values-led culture that prioritises wellbeing, engagement, and development. We want to ensure a strong, capable, and inspired team drives the Centre's success.

At Geelong Arts Centre, our people embody four core values that drive everything we do. We are bold in our approach, embracing the freedom to challenge boundaries and think differently. Our welcoming spirit is reflected in genuine smiles that celebrate inclusiveness and our shared passion for creativity. We stay deeply connected by proactively engaging with arts and wider communities, facilitating meaningful exchange of ideas that enrich our cultural landscape.

Working as an ensemble, we value every team member's unique contribution as we strive toward our common purpose. This collaborative spirit extends to our commitment to professional development - we invest in structured learning pathways that help our people grow their skills and advance their careers. By bringing together diverse backgrounds, perspectives and experiences, we create an environment where creativity thrives and extraordinary cultural experiences come to life. Together, we're building a vibrant hub that connects global ideas with local stories and nurtures the artistic heart of our region.

See more in our [Strategic Plan](#).

RELATIONSHIPS

Reports to	Café and Bar Manager
Supervises	The role includes supervisory responsibilities overseeing the day-to-day prioritisation and coordination of the entire kitchen operation, leading the back of house culinary staff.
Internal Relationships	CEO & Creative Director, Directors, People Leaders, Managers, Centre staff.
External Relationships	Contractors and consultants, community stakeholders, prospective staff, patrons.

POSITION DESCRIPTION



POSITION OVERVIEW

The Head Chef is responsible for ensuring the highest levels of food preparation, presentation, hygiene and safety are maintained. This role is very much 'hands-on', and the Head Chef must demonstrate a positive and proactive approach to the leadership and management of the team to ensure the smooth day-to-day operation of the main kitchen. The kitchen operation supports experiences across all food & beverage events, including food service within the cafe, retail bars, and any function or food related activations required. The position contributes to delivering distinctive experience through the delivery of high quality, innovative and competitively priced menus, products and services.

As Head Chef you will have a thorough understanding of menu planning, food costings and purchasing, managing the financial KPIs enabling business success, health and safety including hygiene procedures, event delivery, induction, training and management of staff within the Kitchen Team. You will be responsible for developing and maintaining an effective relationship with senior staff and work collaboratively alongside the Experience team to provide a complete catering experience.

PRIMARY RESPONSIBILITIES

- Oversee food preparation and production, introducing innovative menus that captivate our guests.
- Deliver new menus at least two times per year and ensure the final plate meets standards.
- Manage the day-to-day operation of the food & beverage outlets, with a focus on supporting the delivery of events through innovative menus, functions and offerings.
- Ensure kitchen operations run smoothly, standards are surpassed, and budgets are adhered to, making every service memorable.
- Oversight and management of food costs, through excellent supplier relationships, menu design, inventory control, tracking and analysis of all food items.
- Manage the coordination, rostering and supervision of the kitchen team.
- Develop and deliver induction and training for the kitchen team to refine skills and develop their capabilities.
- Assist the Director and Manager, Experience to develop event plans and supervise event delivery as required.
- Conduct event briefings with all kitchen staff ensuring that thorough completion of event orders are delivered.
- Establish and maintain effective professional relationships with the Front of House teams that fosters a sense of collaboration, leading to best-quality customer service.
- Guide, nurture, and elevate our kitchen team, fostering an environment of growth, creativity, and excellence.

POSITION DESCRIPTION



Values, Governance, Safety & Risk Management

The incumbent shall carry out their duties in accordance with legislative and governance requirements, Centre policies, procedures and practices, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values.

Commitment to Health and Safety

- All staff are responsible for the reasonable care for their own health and safety and that of other people who may be affected by their conduct.
- Geelong Arts Centre is committed to providing a workplace that protects the physical and mental health, safety and wellbeing of our people, visitors and others who work for and with us. Our leadership is critical to promoting a safety culture that is inclusive, supportive, adaptive and free from harassment, discrimination and bullying and achieves positive safety outcomes for our people. Our executive and people leaders are responsible for providing and maintaining a safe and mentally healthy workplace culture where we take care of each other through supporting and providing a work environment where safety is prioritised.

Undertake other duties or projects as reasonably requested.

SELECTION CRITERIA

Essential qualifications and experience

To be successful in this position, you will have experience in a similar role, a passion for the arts and thrive in a high-energy, innovative environment. Your experience will include but will not be limited to:

- Minimum Certificate III Commercial Cookery (or similar)
- 5+ years experience as a Chef in a medium sized venue or higher capacity kitchen, including business acumen to make sound decisions about menu planning, pricing and kitchen operations.
- A customer service focus, with the ability to surprise and delight our guests with innovative and stylish food through your team's delivery.
- Excellent organisational skills to ensure the smooth running of a kitchen and demonstrated ability to effectively manage competing priorities and client needs during multiple events.
- Demonstrated experience in designing menus, managing food costs and reporting on financial performance.
- Leadership ability, with previous experience mentoring your team and apprentices in the kitchen to further enhance the quality of event or function delivery.

POSITION DESCRIPTION



Other requirements

- Flexibility in working hours to support daytime, evening and weekend work will be required as part of the normal hours of duty for this position.
- The following checks, licences and certifications are required for this role:
 - Working with Children's Check (employee)
 - A current Food Handler Supervisor Certificate

The employee must provide evidence that they hold current certifications prior to commencing employment with Geelong Arts Centre. The employee must maintain currency of these checks, licences and certifications for the duration of their employment with Geelong Arts Centre.

CAPABILITIES

Demonstrable behaviour, skills, knowledge and abilities in the following core capabilities:

Service culture:	A people first attitude; considers others' perspectives in making decisions and providing consistent quality advice and service; offers solutions and strategies that best serve the stakeholder's needs.
Communicating with influence	Engages and energises others through confident and persuasive communication; confidently conveys ideas and information in a clear and interesting way, understands and meets the needs of target audiences (i.e. the right information to the right people), welcomes constructive feedback and sees things from others' points of view and confirms understanding.
Continuous improvement:	Proactively improves the efficiency, effectiveness and quality of materials, processes and systems; fosters and encourages an environment in which creativity, innovation and diversity of thought are valued and rewarded.
Collaboration:	Proactively supports working together, shares ideas and provides constructive feedback; respects and values others; encourages camaraderie, cohesiveness and connectedness.
Leading teams	Leads with values-in-action, integrity and emotional intelligence to support, develop, motivate, and guide the team to achieve successful outcomes, feel valued and wanting to do their best.
Drive and commitment	Demonstrates capacity for sustained effort and hard work, takes responsibility for own actions, accepts changed priorities without undue discomfort, adaptable, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.
Planning and organising	Plans, analyses and co-ordinates the delivery of projects / assignments while balancing priorities and resources; continually evaluates progress and re-prioritises work based on changing needs; develops and implements systems and procedures to guide work and track progress and recognises barriers and finds effective ways to deal with them.

POSITION DESCRIPTION



DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position. Its purpose is to provide an outline of scope and responsibilities, at a point in time. The scope of the role may be altered from time to time in accordance with changing business requirements.

INSTRUCTIONS TO APPLICANTS

To apply for this role please use the [Careers](#) page of our website. To be considered for this opportunity, candidates must address the **Selection Criteria and Capabilities** requirements and follow the instructions on the Geelong Arts Centre website.