

artsmildura

GENERAL MANAGER

POSITION DESCRIPTION

Job title: General Manager

Reports to: Arts Mildura board

Direct reports: Administration & Event Officer

Internal Relationships: Arts Mildura board, staff, committee, volunteers and artists

External relationships: Funding bodies, local government, partner organisations.

Hours: 21 hours per week (Wed-Thu-Fri)

Location: 33 Deakin Avenue Mildura

Salary: \$43,680 per annum

Leave entitlements: 4 weeks annual leave, 10 days sick leave.

Superannuation: 9.5% to be paid into nominated account

Length of contract: 2 years

Hours to be reviewed and increased pending income generated through position

Equal Opportunities Employer: Arts Mildura's policy is to ensure the absence of discrimination in the workplace. Please refer to the Arts Mildura Equity Policy.

OH & S: Please refer the Arts Mildura's Occupational Health & Safety Policy.

Confidentiality: Please refer to Arts Mildura's Confidentiality Policy.

BACKGROUND

Arts Mildura is a not-for-profit community organisation based in Mildura, Victoria. Based at 33 Deakin Avenue, our premises include the Museum of Innocence, Gallery F (artist run space), Artist studios for rent, and a residency studio. As well as our visual arts program, we conduct community events such as Mildura Fringe, and partner with other community groups to support and facilitate arts and cultural events in Sunraysia.

We are growing our team and are looking for someone with a strong background in business and/or project management, to support the Arts Mildura board, Creative Director, and sub-committees to develop a strong and sustainable business model for the organisation. You will also be developing and maintain stakeholder relationships, and producing the Arts Mildura program of events.

PURPOSE

The purpose of the position is to support the Arts Mildura board, staff and committees to develop a strong and sustainable business model for the organisation, develop and maintain stakeholder relationships, and produce the program of events.

This position will be working underneath the Arts Mildura vision statement:

“to contribute to building a vibrant, creative and resilient community that is proud of, and eager to share its rich Aboriginal history and culture, multiculturalism and natural environment.”

POSITION OBJECTIVES

- Develop a strong business model for the organisation ensuring financial sustainability
- To deliver the program of events as outlined by the Creative Director and sub-committees
- To advocate for the organisation to the community and stakeholders
- Contribute to the strategic planning and overall brand improvement of the organisation
- To attract funding from a local, state and government level, as well as philanthropic organisations, sponsorship program and donations

KEY RESPONSIBILITIES AND DUTIES

Administration

- Oversee the organisations budget
- Work alongside bookkeeper and treasurer to maintain budget and financial requirements
- Monthly written report to board and attendance of monthly board meetings
- Ensure organisation is adhering to all governance requirements
- Maintain MOU's with all partner groups/sub-committees
- Supervision of Administration and Events Officer

Project management

- Plan & deliver events as outlined in the Arts Mildura program by the Creative Director
- Source funds to deliver events as outlined in the Arts Mildura program
- Attend monthly meeting with Creative Director
- Attend regular meetings of relevant sub-committees
- Ensure all logistical requirements are adhered to
- Produce events in line with relevant timelines
- Adhere to OH&S requirements for events
- Project evaluation and reports

Development

- Contribute to strategic planning
- Maintain relationships with various stakeholders
- Work with Arts Mildura board to develop a fundraising platform
- Research and apply for funding on a local, state and government level
- Apply to philanthropic organisations for support
- Develop and maintain income generating activities such as sponsorship, patron & membership programs

Marketing

- Manage the Arts Mildura brand
- Develop marketing strategies for the program of events
- Represent Arts Mildura at events

SELECTION CRITERIA

Degree plus two year's experience or 5 years relevant experience in business or project management.

Experience in event management and/or driving community projects.

Ability to manage multiple projects adhering to relevant timelines.

Experience applying for funding via local, state and federal government level as well as philanthropic.

Producing reports, sponsor proposals, media releases and other written material to a high standard.

Building and maintaining strong working relationships, and communicating effectively, with a diverse range of stakeholders.

Interest in the arts and community sectors.

Able to work independently, aligning tasks within the scope of the position objectives.

HOW TO APPLY

To apply, please email a cover letter, 2 page CV, and address the selection criteria to info@artsmildura.com.au no later than 5pm, Wednesday 2nd January.

Position to start mid-late January 2019.

For enquiries please contact the Creative Director (03) 5022 9542