

Arts Mildura respectfully acknowledges the First People of the Millewa Mallee as the traditional custodians of the lands on which we work. We pay respect to elders past present and emerging, acknowledging that their sovereignty was never ceded.

GENERAL MANAGER POSITION DESCRIPTION

Job title: General Manager

Reports to: Arts Mildura board

Direct reports: Creative Producer, Project/Venue Coordinator, casual staff

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

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

Hours: 0.8-1 FTE (Tuesday - Saturday). The total number of hours to fulfil the role are negotiable with the successful candidate.

Location: 31-33 Deakin Avenue Mildura

Salary: \$70,000 per annum, pro rata

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

Superannuation: 9.5% to be paid into nominated account

Length of contract: 3 years

(pending the renewal of our long term multi year funding in December 2021)

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 (contemporary gallery), artist studios for rent, and a residency studio. As well as our visual arts program, we conduct community events such as the Mildura Fringe Festival, and partner with other community groups to support and facilitate arts and cultural events in Sunraysia. We also enable community-led projects through auspicing services.

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, staff, 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. The General Manager will oversee and steer all elements of the organisation, in collaboration with other staff, board and stakeholders.

This position will ultimately work toward the Arts Mildura vision of:

Transforming our community through exceptional art experiences

POSITION OBJECTIVES

- Develop a strong business model for the organisation ensuring financial sustainability
- To deliver the program of events in collaboration with the Creative Producer 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

- Management of overall organisational budget
- Administration of payroll, accounts payable, and receivables (through XERO)
- 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, and performance reviews for small office based team

Project management

- Plan & deliver events as outlined in the Arts Mildura program in collaboration with the Creative Producer
- Source funds to deliver events as outlined in the Arts Mildura program
- 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 strategy and initiatives
- 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 with the supervision of staff, and building strong team culture

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

Experience with budget management at either project or organisational level

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

Interest in the arts and community sectors.

HOW TO APPLY

To apply, please email a cover letter, current CV (maximum 2 pages), and address the selection criteria (maximum 3 pages) to info@artsmildura.com.au

Applications are due no later than **5pm, Friday 21st August**

The successful candidate would ideally start mid September.

For enquiries please contact Gareth Hart via (03) 5022 9542 / 0447 949 660