

NAME OF POSITION: GENERAL MANAGER - AUSTRALIAN THEATRE FOR YOUNG PEOPLE

REPORTS TO: ARTISTIC DIRECTOR/CEO

SALARY: \$95,000 p/a plus super

SUMMARY:

The General Manager will have outstanding organisational and planning ability, experience in managing financial activity, excellent leadership, communication and negotiation skills, a solid track record in sponsorship and fundraising and an ability to work in a hands-on capacity with a small staff to create a thriving work environment

**KEY INTERNAL
RELATIONSHIPS:**

The General Manager is required to establish and maintain good communication and effective working relationships with **ATYP** Artistic Director/CEO, Board and staff.

**KEY EXTERNAL
RELATIONSHIPS:**

The General Manager is required to maintain effective working relationships with:

- Government at all levels – Federal, State and Local
- Philanthropic trusts and foundations and corporate sponsors
- Contractors and suppliers
- Key arts companies, industry lobby, membership groups and other key partnering organisations
- Young people involved in **ATYP** programs

MAJOR DUTIES:

1 BUSINESS AND FINANCIAL

- 1.1 Assume day-to-day financial and operational control of the company in consultation with the Artistic Director and monitor all aspects of the company's activities
- 1.2 In partnership with the Artistic Director oversee the development of the Business Plan ensuring consultation with **ATYP** Board and staff, and manage its implementation across all programs
- 1.3 Provide sound financial management, including preparation and management of the detailed annual operational and project budget, to support the business plan and annual program of activities
- 1.4 Effectively manage and maintain the company's resources including financial, human resources, buildings and equipment
- 1.5 Monitor cash flow and delegated expenditure across all **ATYP** programs and ensure expenditure is maintained within budget parameters

2 FUNDING

- 2.1 In conjunction with the Artistic Director, Board and Development Manager oversee the engagement with funding bodies, government, education agencies, potential sponsors, donors and philanthropic organisations, key arts companies, industry and membership groups, and other key partnering organisations in seeking funding for the company's activities
- 2.2 Oversee the preparation of annual and project grant applications to government funding bodies in consultation with the Artistic Director and Development Manager, ensure compliance with grant conditions and prepare any necessary reports on activities
- 2.3 Oversee the development of fundraising strategies for Government, philanthropy and development funding.
- 2.4 Oversee Capital Campaign fundraising.

3 MARKETING AND PROMOTION

- 3.1 Together with the Marketing Manager and Artistic Director/CEO, evaluate the effectiveness of the company's marketing and promotions, devise strategies for improvement, and ensure all marketing communications effectively profile sponsors, partners and supporters

4 STAFF AND INDUSTRIAL RELATIONS

- 4.1 In partnership with the Artistic Director/CEO supervise, monitor and review staff including conducting annual performance reviews
- 4.2 Oversee payroll and human resources systems and policies
- 4.3 Work to maintain good company morale
- 4.4 In consultation with the Artistic Director oversee the recruitment, hiring and training of new staff

5 WORKPLACE HEALTH & SAFETY

- 5.1 Prepare and supervise security and safety policies in accordance with the requirements of the Occupational Health and Safety Act 2000 and Occupational Health and Safety Regulation 2001
- 5.2 Ensure compliance by all staff and contractors with ATYP's WH&S policy at all times

6 TOURING

- 6.1 Develop and drive ATYP's national and international touring strategic plan in association with the Artistic Director
- 6.2 Work with touring partners to ensure an annual touring program is rolled out.
- 6.3 Attend performing arts markets as required

7. VENUE DEVELOPMENT

- 7.1 Project Manage capital works associated with the development of ATYP's new venues in the Walsh Bay Arts Precinct.
- 7.2 Attend requested meetings with Government, Tenants, Architects, Construction and Precinct Teams in regards to the Walsh Bay Arts Precinct.
- 7.4 In conjunction with the Artistic Director and Board develop a strategic transfer plan that see's ATYP's successful move into a new venue.
- 7.5 Attend and lead all fundraising and venue subcommittee meetings in relation to the project.
- 7.6 Oversee the coordination of venue agreements to deliver company programs in Sydney and nationally.

8. BUSINESS DEVELOPMENT

- 8.1 Oversee the management of sponsorship agency and relationships
- 9.2 Identify and create new revenue streams in conjunction with the Artistic Director and Board.

9.0 OTHER

- 9.1 Actively participate as a member of the executive team ensuring that the Business Plan and other strategic plans are implemented

- 9.2 Chair staff meetings and attend Board meetings
- 9.3 Attend and participate in publicity events and generally act as an ambassador for ATYP
- 9.4 Other duties as assigned by the Artistic Director/CEO and Board

**SELECTION
CRITERIA:**

ESSENTIAL:

1. Ability to guide an organisation towards agreed financial and operational goals
2. Financial and business acumen, including the ability to create and manage budgets and create and scrutinize financial reports
3. Experience in funding and sponsorship negotiation with government, corporate sector and philanthropic organisations
4. Ability to provide strong direction in marketing and publicity strategies and planning
5. Excellent leadership and motivational skills, particularly the ability to work in a hands-on capacity with a small staff and create a work environment that encourages teamwork and job satisfaction
6. Excellent communication and negotiation skills
7. Outstanding organisational and planning skills
8. Working knowledge of relevant legislation pertaining to human resources, theatre production and venue management, i.e. Awards, OH&S
9. Familiarity with the Australian performing arts industry, in particular theatre and youth arts practice

Applicants must address the selection criteria contained in the position description and attach their current CV - including details of at least two referees.

ATYP is an equal opportunity employer.

PLEASE ADDRESS YOUR APPLICATION TO:

Fraser Corfield - Artistic Director

ad@atyp.com.au

For confidential enquiries about the position contact Fraser on 02 9270 2405 or 0434 112 477.

Closing date for applications is 5pm Monday, 13 August 2018.