



**NAME OF POSITION:** EXECUTIVE DIRECTOR - MANAGEMENT

**REPORTS TO:** ARTISTIC DIRECTOR/CEO

**TERM:** 0.8FTE, 3 year contract

**SALARY:** \$90,000 - \$100,000 pro rata

**SUMMARY:** The Executive Director - Management must have outstanding organisational and planning ability, experience in managing financial activity, excellent leadership, communication and negotiation skills, experience in theatre production and touring and an ability to work in a hands-on capacity with a small staff to create a thriving work environment. The Executive Director - Management serves as the Company Secretary.

**KEY INTERNAL RELATIONSHIPS:** The Executive Director - Management is required to establish and maintain good communication and effective working relationships with the ATYP Artistic Director/CEO, the Executive Director (ED) - Strategy, Board, ATYP Foundation Committee Members and staff.

Direct Reports: Business Manager, Operations Manager, Creative Technologist & Archivist

**KEY EXTERNAL RELATIONSHIPS:** The Executive Director - Management is required to maintain effective working relationships with:

- Government at all levels – Federal, State and Local
- Contractors and suppliers
- The Australian theatre industry including venues, companies, industry lobby and the youth theatre sector
- Partnering organisations
- Venue Hirers
- 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/CEO, and monitor all aspects of the company's activities

- 1.2. In partnership with the Artistic Director/CEO and ED - Strategy, oversee the delivery of the 2021 – 2024 Business Plan and the creation of the 2025 - 2028 Strategic Plan in consultation with ATYP Board and staff
- 1.3. In collaboration with the Business Manager, provide sound financial management including overseeing the 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. Oversee the Business Manager as they monitor cash flow and delegated expenditure across all ATYP programs and ensure expenditure is maintained within budget parameters
- 1.6. In partnership with the Artistic Director/CEO and the ED - Strategy, ensure ATYP partnership agreements and contracts are compliant with relevant legislation and legally binding

## **2. GOVERNMENT RELATIONS**

- 2.1. In conjunction with the Artistic Director/CEO, ED - Strategy and Board, establish and maintain relationships with local, state and federal government departments including but not limited to Ministers, advisors and staff across portfolios to advance the profile of ATYP
- 2.2. In conjunction with the Artistic Director/CEO and the ED - Strategy, support the preparation and acquittal of grant applications and ensure compliance as it relates to budgets, contracts and company policy.
- 2.3. Work with the Artistic Director/CEO and ATYP Board to broaden ATYP government funding across departments with a focus on initiatives outside of the Arts portfolio

## **3. STAFF AND INDUSTRIAL RELATIONS**

- 3.1. In collaboration with the Business Manager, oversee payroll and human resources systems
- 3.2. Implement and monitor company policies to prevent discrimination and harassment and ensure compliance with relevant workplace legislation
- 3.3. In consultation with the executive team, develop and maintain ATYP company policies and ensure their ongoing implementation
- 3.4. Ensure contracts and employment processes for permanent, part time and casual staff are compliant with government legislation and reflect industry best practice
- 3.5. In collaboration with the Artistic Director/CEO and the ED - Strategy, appoint and manage ATYP staff including conducting annual performance and salary reviews, convening regular staff meetings and maintaining a positive company culture
- 3.6. Ensure reviews of projects are undertaken on a regular basis to gain feedback on staff performance and project delivery

## **4. WORKPLACE HEALTH & SAFETY**

- 4.1. Ensure ATYP is a safe workplace and maintains a safety-focussed workplace culture
- 4.2. Oversee the implementation of Working with Children Checks for all staff and volunteers and ATYP's ongoing compliance with State and Federal child safety legislation.
- 4.3. 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
- 4.4. Ensure compliance by all staff and contractors with ATYP's WH&S policy at all times

## 5. **PRODUCING AND TOURING**

- 5.1. In partnership with the Artistic Director/CEO, deliver an annual season of theatre productions that meet predetermined box office and audience engagement targets
- 5.2. In partnership with the Artistic Director/CEO, develop and drive ATYP's national and international touring to ensure the company maintains a national presence
- 5.3. Negotiate and maintain partnerships with venues, touring organisations and producers to facilitate national and international touring
- 5.4. Attend performing arts markets as required

## 6. **OPERATIONS**

- 6.1. In collaboration with the Operations Manager ensure the compliance and maintenance of building fixtures and fittings as advised in the lease agreement with Create NSW
- 6.2. In collaboration with the ED - Strategy, attend meetings with Government, Tenants, and stakeholders relevant to the Walsh Bay Arts Precinct.
- 6.3. Oversee the Operations Manager as they deliver all elements of production and technical support

## 7. **VENUE HIRE**

- 7.1. In collaboration with the Operations Manager, manage the ATYP calendar of activities for all spaces at Pier 2/3
- 7.2. Oversee Venue Hire with a focus on commercial hires, while ensuring access for artists and ATYP community
- 7.3. In collaboration with the Operations Manager, develop processes and procedures to ensure best practice and service delivery to Venue Hirers

## 8. **OTHER**

- 8.1. Actively participate as a member of the executive team in the development and implementation of strategic plans and company policies
- 8.2. Chair staff meetings and minute Board meetings as Company Secretary
- 8.3. Manage the administration of the ATYP Foundation Committee meetings including providing agendas and reports.

8.4. Attend and participate in publicity events and generally act as an ambassador for ATYP

8.5. Other duties as assigned by the Artistic Director/CEO and Board

#### **SELECTION CRITERIA**

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. 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
5. Excellent communication and negotiation skills
6. Outstanding organisational and planning skills
7. Working knowledge of relevant legislation pertaining to human resources, theatre production and venue management, i.e. Awards, WHS
8. Familiarity with the Australian performing arts industry, in particular theatre and youth arts practice
9. A Working With Children Check

To apply please forward your CV and cover letter addressing the selection criteria to Artistic Director / CEO Fraser Corfield ([ad@atyp.com.au](mailto:ad@atyp.com.au)) by Friday 20 October.

If you would like to discuss the role further please call Fraser on 0434 112 477

Persons from First Nations and culturally and linguistically diverse backgrounds are strongly encouraged to apply.