



ADVANCING THE PERFORMING ARTS

General Manager Position Description 2021

Background

Theatre Network Australia (TNA) is the leading national industry development organisation for the contemporary performing arts, with a focus on the small to medium and independent sectors. We are a national organisation, based in Victoria, with a dedicated Victorian program. Our ten-year vision is for a Safe, Healthy and Relevant performing arts sector.

TNA's Employment Policy

We value the rich contributions to the arts made by people from a variety of backgrounds, and we aim to have a diverse group of people working at TNA. We are an equal opportunity workplace and we strongly encourage applications by First Nations people, people from a culturally and linguistically diverse background, people with disabilities and people from the LGBTIQ+ community. We understand the needs of people with family obligations and we provide a flexible working week, and part-time positions. We understand artists' working lives, and by negotiation we allow time-off for artistic practice and other commitments such as touring. Our philosophy is based on generosity, empathy, and a commitment to deep work satisfaction for employees. We know that this is repaid in retaining committed, passionate staff members who live and breathe the values of the organisation.

Role Overview

1. This senior role works collaboratively with the TNA team to achieve TNA's key goals:
 - Strengthening the performing arts sector;
 - Strengthening artists and arts organisations; and
 - Strengthening the organisation of TNA and its membership.
2. The General Manager role is both a leadership role requiring high levels of initiative and capacity to operate with autonomy - and an integral supporting role that is responsive to the needs of the rest of the team in realising their projects.
3. The General Manager ensures that TNA operates at the highest level of professional conduct, assists the Executive Director in maintaining a supportive organisational culture, and ensures we maintain our reputation for providing exemplary and generous services to the performing arts sector.
4. All TNA roles take an active part in meeting objectives 1 to 5 of TNA's 2020-2024 Strategic Plan (which is supported by secure four-year state and federal funding):

- First Nations First,
- Justice and Diversity,
- Safe Theatres,
- Access and Inclusion, and
- Gender Equity.

For the position of General Manager, this means:

- ensuring that the TNA staff, our participants and the partners we work with and/or service understand and address these justice principals,
- taking the lead role in implementing the Equity Action Plan,
- ensuring we document and report on demographic information, and
- contributing to designing our work to address the gaps.

Key Information

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| Hours & Days: | This is a full-time role, but we are open to negotiation. Standard hours are within Monday – Friday, 9am-5pm, with a lunch break, although actual hours worked maybe condensed (e.g. start early and finish later) or spread out across a week. |
| Reports: | This position reports to the Executive Director. |
| Liaison: | This position works closely with TNA’s Board Finance Committee, and has a supervision role of TNA’s other permanent staff, the book-keeper, and contract staff from time to time. |
| Location: | While COVID has showed us how our sector can work virtually, this role is Victorian-based, with the majority of time in the office, although we will support some work from home each week. Our office is a new custom-designed, light and airy office in the arts precinct of Southbank, sharing with the team from the Australian Performing Arts Market (APAM). Our office and all facilities are accessible, with a wheelchair accessible tram-stop very nearby. Some interstate and regional travel may be required occasionally. |
| Remuneration: | Dependent on experience: starting salary \$80,000 - \$82,500 pro-rata, per annum, plus Superannuation and all entitlements. |
| Employment Term: | We are offering a 3 year contract, with a three-month probation period, renewable subject to funding outcomes and organisational strategy. Ideal start date: early-mid April 2021 |

KEY TASKS

Organisational and Strategic Development:

- Take a lead role in organisational development, strategic planning and operational management.
- Develop and maintain strong relationships with funding bodies, partners, members and stakeholders.
- Take a lead role in developing and maintaining best practice policies and operations for TNA as needed, including driving the new Equity Action Plan (EQAP).
- Work with the Executive Director and TNA team to design, resource and realise specific projects and activities that achieve TNA's goals.
- Ensure HR requirements are met – supervising staff, work-planning and reviewing, negotiating contracts, and ensuring our employment policy is at all times observed.
- Drive specific 'passion projects' as negotiated from time to time –for example facilitating Peer Learning groups, creating a new resource, etc.

Financial Management:

- In liaison with the Executive Director and Board, develop and monitor the organisation's long-term financial goals and annual budgets.
- Take a lead role in organisational reporting and compliance, including annual reporting, acquittals, financial reporting, and other compliance.
- Work with the TNA team on developing and monitoring project budgeting and expenditure.
- Supervise and work with the external book-keeper to manage financial accounts (using XERO), including payroll, BAS, and other income and expenditure.
- Ensure all accounts and record-keeping are in-line with annual audit requirements. Liaise with auditor during the year as needed.
- Source and manage contractors, abiding by TNA's diversity quotas.

Governance:

- Convene the Board's Finance Committee and prepare quarterly finance reports and monthly updates for the Executive Director and Board.
- Attend all six-weekly, day-time Board meetings and speak to the finance reports.
- Oversee the annual audit and the annual return.
- Ensure that TNA abides by all relevant Work Health and Safety laws, and provides a safe workplace physically, mentally and culturally.

Membership Management:

- Drive TNA's membership program and work with the TNA team on increasing membership and improving TNA's offer. Oversee pricing, discounts, reciprocal

arrangements, free memberships under our EQAP, and maintain the registration system.

- Liaise with members throughout the year as needed, providing respectful and clear communications, updating contacts etc.
- Attend TNA events and forums where possible, oversee registration processes, and ensure that members are welcomed, with their needs addressed.

Office Management, IT Infrastructure and other Administration:

- Undertake office management requirements, including liaising with the landlord (City of Melbourne), maintaining insurance, and maintaining the equipment, furniture, and staff amenities.
- Take a lead role in maintaining and updating TNA's digital operating systems – including all online administration, communication systems, registration systems, drop-box, outlook, and financial accounting.
- Co-ordinate and run weekly staff meetings.
- Undertake other administration as required.

SELECTION CRITERIA

Essential Skills and Experience

1. Broad understanding of the Australian Performing Arts sector.
2. Business management experience in the arts, with a focus on the operational management needs of small to medium companies.
3. Financial management experience, and a capacity to quickly learn financial software.
4. Strong communication skills including writing reports, grant applications, negotiating contracts, running meetings and training staff where needed.
5. Skills in using a wide variety of online platforms and applications including databases, website management, booking sites, e-mail applications, etc.
6. A deep understanding of the need for the performing arts sector to be safe and inclusive for people from under-represented groups such as First Nations people, people of colour, Deaf/ disabled people, people from regional areas, and the LGBTIQ+ community.
7. A self-reflective approach to work, including awareness of one's position in the world, any privileges as well as responsibilities that come with one's position.
8. It is desirable that you have an understanding of Theatre Network Australia's role in the sector. More information is available on our [website](#), and our ambitious plan for 2020 -2024 is detailed in our Strategic Plan. <https://www.tna.org.au/wp-content/uploads/2019/12/Strategic-Plan-2020-2024.pdf>

HOW TO APPLY

If you are interested in applying for the position, you may contact Nicole Beyer, TNA's Executive Director for a confidential discussion: Email nicole@tna.org.au to request a time.

Your application should introduce yourself, speak to your interest in the position and in working with TNA, and outline your professional experience (arts and non-arts). As a guide you may wish to submit:

- a covering letter addressing the selection criteria (above)
- a resume including a minimum of two referees

If you believe this is the right opportunity for you, please email your application to nicole@tna.org.au by **5pm ESDT Monday 15th March**. Interviews are planned to be held in the week of the 22nd March.

If you any need support in completing an application please contact Nicole ASAP.