

Business Manager

Contract Term: 18 months, extension to be reviewed after 12 months

3 days/week, \$48,000 (pro rata FTE \$80,000) plus superannuation

ROLE DESCRIPTION

Summary:

This role will support the General Manager and work with the senior management team, the duties will be tailored to the skills of the successful candidate and the organisation's needs. The role will provide expert support across a range of areas, which will be drawn from the following:

Major Duties

- Work closely with the General Manager on Government Relations and Public Affairs.
- Work closely with the General Manager to ensure the company's financial targets are met.
- Work closely with the Board and General Manager to ensure the company is compliant with all required policies and responsibilities, and ensure they are up to date and relevant.
- Manage the decanting requirements for office and rehearsal relocation for the Walsh Bay Redevelopment.

Staff and Industrial Relations

- Prepare and execute contracts for the engagement of all artistic and administrative staff in consultation with the General Manager, Artistic Director and Artistic Administrator
- Oversee payroll and human resources systems and policies, in consultation with the Finance Manager and General Manager
- Oversee the time in lieu management and annual leave planning
- Work to maintain good company morale

Business and Financial

- Prepare or review contracts for key partners and funding bodies as required.
- Work with the General Manager to liaise with external entities such as funding bodies, sponsors, artists' agents and other arts and partnering organisations
- Fulfil the statutory role of Company Secretary, performing the duties required of that position including servicing of the Board and the Finance & Audit committee, and compiling minutes and board reports
- Manage the office IT, phone, photocopier and other business support contracts and resources

Workplace Health & Safety

- Prepare and supervise security and safety policies in accordance with the appropriate regulations
- Ensure compliance by all staff and contractors with Gondwana Choirs' WH&S policy at all times
- Prepare reports for the Board regarding WH&S and ensure actions required are progressed

Development Responsibilities

- Alongside the General Manager, pursue and manage new funding opportunities through grants from Local, State and Federal Government, and assist in reporting for major government funding grants
- Oversee and support the Marketing Manager's work with Trusts and Foundations, including applications, relationship and reporting requirements
- In conjunction with the Artistic Director, Board and Development Manager, lobby and liaise 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

EXPERIENCE AND SKILLS

Since the inception of the Sydney Children's Choir and then Gondwana National Choral Program & the Gondwana Indigenous Children's Choir, a particular performance style has developed. This open and honest style of musical performance is a reflection of our particular rehearsal techniques and most particularly our respect for the young people we work with. This same openness of communication and respect for both fellow staff (administration and artistic) and volunteers is central to the culture of the organisation.

Inherent requirements of all positions with Gondwana Choirs include:

- A passion for young voices and the innate artistry of young singers
- Participation in the strong sense of trust and respect that exists across the whole company, i.e. between artistic staff, administration staff, volunteers, parents and most importantly choristers
- Open and friendly communication with all staff, volunteers, choristers, parents and other stakeholders and the free exchange of information as appropriate
- The demonstration of a commitment to excellence and professionalism to all aspects of work including highest possible ethical standards
- The ability to create an environment of professionalism and excellence in the management of rehearsals and performances in which choristers can thrive and learn
- The nurturing and celebration of individuality within each chorister
- The understanding that in working with choristers, the best discipline is no discipline
- Self-motivation with a high level of initiative
- Energy, enthusiasm and an ample sense of humour!

SELECTION CRITERIA

Applicants must respond specifically to each of the criteria below in order to be considered for the role.

Essential

1. Ability to work successfully in an always busy environment
2. Effectiveness in working as part of a collaborative team
3. Excellent leadership, planning, communication and negotiation skills
4. Experience in project management including ability to decisively prioritise competing objectives
5. Excellent attention to detail
6. Experience in creating and managing complex budgets
7. Demonstrated flair in building effective relationships to raise profile and revenue from different types of stakeholders and networks

8. Experience in writing successful grant applications for funding from government and or philanthropic trusts and foundations

Desirable

9. Strong connections in, as well as strong reputation and knowledge of the Australian music and / or education industries and networks

Other Requirements

- This role may involve some national travel, driving and irregular work hours
- This job involves working with children. As per the NSW Commission for Youth and Young People's employment screening process, Prohibited Persons are not permitted to apply
- A Working with Children check will be carried out for all preferred applicants

HOW TO APPLY

To apply for this exciting opportunity to be at the heart of this truly nurturing and creative organisation, applicants are required to provide a written response demonstrating their capacity to fulfil the Position Requirements and Selection Criteria listed in this document. Applicants who do not complete this part of the process will not be considered for interview.

Applicants should also include contact details for three referees, and a current CV.

Enquiries are to be addressed to Gondwana Choirs General Manager Bernie Heard at bernie.heard@gondwana.org.au, and applications received via email by COB Monday 10 July, 2017.