



GONDWANA CHOIRS: EXECUTIVE DIRECTOR INFORMATION FOR CANDIDATES

Gondwana Choirs is a Sydney-based, national choral organisation with a global profile, acknowledged as a world-leading youth choral organisation. The company is seeking an Executive Director with the experience, skills and personality to support the organisation in reaching its highest potential and maximise the opportunities presented by a new performance landscape.

We are seeking an experienced leader to join us on the next stage of the company's journey. The successful applicant will have an in-depth understanding of Australia's arts sector (and preferably knowledge of the choral world in which we operate). They will have experience in working with artists and leading an enthusiastic team. Their communication, fundraising and financial skills will be sound, and they will have demonstrated ability to generate income as well as operational acumen. They will have a confident demeanour, be willing to speak out and question existing processes, be a champion for choral music and young people, value diversity and creativity, and be able to work collaboratively with the artistic leadership of the company.

HOW TO APPLY

Applicants are invited to respond to **all three sections** outlined below. These responses, along with your CV, cover letter and referees, will be taken into account when shortlisting. Shortlisted applicants will be invited to participate in an interview, either in person or via zoom (depending on circumstances at the time). Your application will be disadvantaged if you do not respond to all parts of the process.

Section A: GENERAL

Please provide a cover letter that outlines your background, skills and the reasons for your interest in the role. Also provide your current CV and a list of referees (referees will not be contacted without your prior agreement). Please ensure your citizenship status or relevant visa details are included in this section. Do not submit more than **four A4 pages** in this part of the application.

Section B: EXPRESSIONS OF INTEREST

Candidates are invited to demonstrate their creative leadership and knowledge of Gondwana Choirs by answering the following questions:

How could your background and experience best enhance Gondwana Choirs to reach its highest potential? What do you envisage that potential might look like? How might an Executive Director work with the Artistic Director and the Gondwana team to achieve this goal?

Do not submit more than **one A4 page** in this section.

Section C: SELECTION CRITERIA

Please respond to each of the selection criteria. Do not submit more than **two A4 pages** in this section.

Required

1. **Leadership** - Demonstrated leadership qualities, evidenced by experience in an Executive Director or similar role, preferably in the arts sector.
2. **Relationship management** - Demonstrated ability to foster high level partnerships and relationships with an artistic team, government, funding bodies, donors and other stakeholders, including success in writing, managing and acquitting grant applications. Experience in working closely with an Artistic Director would be an advantage.
3. **Operational** - Excellent administrative, planning and communication skills and high level financial or budgeting experience.
4. **Program delivery** - Experience in successfully delivering programs and services that respond to a company's strategic, artistic and/or financial goals. Experience in delivering artistic programs, whether live or via digital technology, would be an advantage.
5. **Entrepreneurial** - An entrepreneurial spirit with the capability to identify and capitalize on new opportunities to generate revenue, including business development and fundraising skills.

Desired

1. **Insight** – A demonstrated interest in choral singing and/or working with young people.
2. **Networks** – Well established professional and personal networks in the arts sector.
3. **Change management** - Experience in change management and successful implementation of new strategy or leadership of company growth.
4. **Governance** - Experience as a company secretary or undertaking secretariat function for a board of directors.

REMUNERATION

The successful candidate will be offered a fixed term (two-year), full time contract with a salary range between \$120,000-\$150,000 (plus superannuation) commensurate with experience. There may be some working-from-home opportunities by negotiation, but the majority of time will be spent in the company's offices at Walsh Bay.

ROLE DESCRIPTION

The Role Description for this position can be found at [\(add link\)](#). Applicants are highly encouraged to read it carefully and use it as a guide for responding to Sections B and C of their application.

CHECKLIST

Please submit the following documents as soon as possible. This position will remain open until it is filled. Applications will be reviewed on a rolling basis and the search may move quickly. **Interested applicants are therefore encouraged to apply immediately.**

- Cover letter, current CV and a list of referees (referees will not be contacted without prior agreement)
- Response to EOI
- Response to Selection Criteria

Your total application package should not exceed **seven A4 pages**.

Please email applications in confidence to Kate Lidbetter, Chair, at lidbetterk@symphonyinternational.net or for further information, call 0429 334 701.

Shortlisted candidates will be contacted to attend an interview, either in person or via Teams.
Non-shortlisted candidates will not be contacted.