



## **ACT Natimuk Position Description- General Manager**

### **POSITION DESCRIPTION**

**Position:** General Manager, ACT Natimuk (Arapiles Community Theatre)

**Reporting to:** The Executive Committee ACT Natimuk

**Date:** December 2016

### **ACT Natimuk**

From its roots as an amateur theatre company in 1979, ACT Natimuk has developed into the diverse cultural entity it is today. It operates a vital program of activity with an approach that is two-fold: it supports artists practice and encourages development of work that is unique to Natimuk via the Nati Frinj Biennale (NFB). It also enables work created for Frinj to be further developed through a touring and brokerage model called 'Made in Natimuk' (MiN). This model allows Natimuk artists and artists collaborating with Natimuk artists to add value, longevity and replication to creative products developed locally. Products developed and marketed under the 'Made in Natimuk' brand are promoted through regional, national and international networks. In addition to MiN and NFB, we have a further five ongoing projects as part of our program that engage our local community including:

- Palais de Pixel- 12 month curated local film club
- Goatfest- An annual climbing film festival held at Easter
- Goat Gallery- A programmed public and visual art program
- Partnerships- Collaborations with artist to seek funding and deliver projects
- ACT Presents- The presentation arm of ACT Natimuk

### **Pay Rate**

\$70K (Pro rata – 0.4 - \$31,500, includes super & workcover)

### **Location**

The position will ideally be based in Natimuk, however there is scope to negotiate.

## **Responsibilities**

The General Manager will be responsible for the following duties:

### ***Governance***

Support ACT Natimuk's governance functions, including support for the Executive and various functions of ACT Natimuk.

### ***Finance and Funding***

Manage 'day to day' financial operations including payment of invoices, oversight of bank accounts, cash flow, petty cash and other financial administration in liaison with ACT Natimuk's volunteer Treasurer and contracted bookkeeper and auditors.

Manage the financial reporting requirements to the Executive, acquittals and other corporate financial responsibilities. Assist the Executive with financial and funding planning and budgeting. Research and develop funding strategy and timelines for funding opportunities. Contribute to writing and preparing funding submissions and fundraising activities.

### ***Database***

Maintain and develop ACT Natimuk's organisational database in collaboration with, and as directed by, the Executive.

### ***Communications, Marketing and Promotion***

Handle 'day to day' telephone and email enquiries, ensuring a professional client and public focus is maintained. Develop and maintain social media and other online presence. Archive and upload digital artistic files including audio and video.

Coordinate regular newsletters and marketing, in liaison with Executive and Project Managers, including use of online emailing software including MailChimp.

Support the marketing and promotion of ACT Natimuk and our specific programs, including media releases, contact with media, hardcopy and online promotions.

### ***General Operations and Administration***

Establish and manage efficient and effective insurances, tenancy, utilities, digital and physical filing systems, IT systems and administration policies and practices.

### ***Projects and Events***

Administrative support for preparation, planning and delivery of projects and events.

### ***Compliance***

Maintain a system to ensure compliance with funding bodies requirements, taxation, superannuation, GST, Australian Securities and Investments Commission and all other relevant legal requirements.

### ***Human Resources***

Provide administrative support for HR functions, including accessing and preparing necessary paperwork, filing, maintaining up to date policies.

### ***Risk Management, Assets & Systems***

Develop and maintain a risk management strategy for the organisation, ensuring personnel, the organisation, our liabilities, assets and data are well maintained and secure.

Undertake other organisational tasks as reasonably directed.

## **Key Selection Criteria**

### *Essential*

1. Demonstrated high-level skills in organisational management, covering the areas of responsibility above, preferably in the not-for-profit and/or small business skills.
2. Demonstrated competency in financial administration, management and strategic roles above.
3. Demonstrated understanding of and connections within the industry (e.g. funding, festivals such as Castlemaine, Arts orgs)
4. Track record in writing and winning grants
5. Demonstrated advanced level computer proficiency and efficiency in using Microsoft Office Word and Excel programs, database software, email, internet, website updating, social media use for business and marketing, processing of images, music and video for publication, broadcast, online use and archive.
6. Excellent written and verbal communication skills, as well as excellent professional interpersonal skills.
7. Demonstrated capacity to work productively, flexibly and independently with minimal supervision as well as a constructive part of a team environment.
8. Current Victorian drivers licence and vehicle.

*Highly desirable*

1. Tertiary qualifications in business administration
2. Knowledge of Creative Victoria Organisational Investment Program

Persons with a disability who meet the above selection criteria are strongly encouraged to apply.

### **TERMS OF EMPLOYMENT**

Accountable to the ACT Executive for a one year contract.

### **Employment Conditions**

The position is a part time position. The appointee will have 6 monthly performance management discussions. The terms and conditions of employment will be outlined in the ACT Natimuk Contract of Employment.

### **Terms Of The Position**

Position: Part time, with some flexibility required.  
Responsible to: The ACT Natimuk Executive  
Salary: \$70k pro rata (0.4 FTE)

Leave based pro rata

- 4 weeks annual leave
- 10 days sick leave,
- Public holidays independent of annual leave
- Eight weeks notice required.

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### **Application Process**

Please send ONE PDF document that includes the following:

- Cover letter
- An up to date CV
- Document that addresses the key selection criteria in the Position Description.

Please email your application to Carolynne Hamdorf, Chairperson of ACT Natimuk, [carolynnehamdorf@bigpond.com](mailto:carolynnehamdorf@bigpond.com)

### **Deadline and Timeframe**

Applications close on Fri 23 Dec, 5pm. Interview for this position will be held by late January with a start date in February 2017.

### **Other Relevant Information**

Employment is subject to the presentation of documentary evidence of work rights in Australia and a satisfactory pre-employment police check. A pre-employment medical may be required at the discretion of ACT Natimuk.