

**NAME OF POSITION:** **GENERAL MANAGER – THE HOUSE THAT DAN BUILT (The House)**

**REPORTS TO:** ARTISTIC DIRECTOR / CEO

**SALARY:** \$75,000 p/a plus super

**SUMMARY:** The General Manager will have outstanding organisational and planning ability, experience in managing financial activity, excellent communication and negotiation skills, a solid track record in grant writing and fundraising and an ability to create a thriving work environment

**KEY INTERNAL RELATIONSHIPS:** The General Manager is required to establish and maintain good communication and effective working relationships with **The House** Artistic Director/CEO, Board and contracted staff.

**KEY EXTERNAL RELATIONSHIPS:** The General Manager is required to maintain effective working relationships with:

- Government at all levels – Federal, State and Local
- Philanthropic trusts and foundations and corporate sponsors
- Contractors and suppliers
- Key arts companies, industry lobby, membership groups and other key partnering organisations
- Presenting venues and festivals
- Young people involved in **The House's** 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 and monitor all aspects of the company's activities
- 1.2 In partnership with the Artistic Director oversee the development of the Business Plan ensuring consultation with **The House** Board and staff, and manage its implementation across programs
- 1.3 Provide sound financial management, including 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 and equipment
- 1.5 Monitor cash flow and delegated expenditure across all **The House** programs and ensure expenditure is maintained within budget parameters

**2 FUNDING**

- 2.1 In conjunction with the Artistic Director and Board oversee the engagement with funding bodies, government, potential sponsors, donors and philanthropic organisations, presenting partners, industry and membership groups, and other key partnering organisations in seeking funding for the company's activities
- 2.2 Oversee the preparation of annual and project grant applications to government funding bodies, in consultation with the Artistic Director, and ensure compliance with grant conditions including preparation of any necessary reports and acquittals
- 2.3 Oversee the development of fundraising strategies for Government, philanthropy and development funding.

### **3 MARKETING AND PROMOTION**

- 3.1 Together with the Artistic Director/CEO, evaluate the effectiveness of the company's marketing and promotions, devise strategies for improvement, and ensure all marketing communications effectively profile sponsors, partners and supporters

### **4 STAFF AND INDUSTRIAL RELATIONS**

- 4.1 Oversee payroll and human resources systems and policies
- 4.2 Work to maintain good company morale
- 4.3 In consultation with the Artistic Director oversee the recruitment, hiring and training of new staff

### **5 WORKPLACE HEALTH & SAFETY**

- 5.1 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
- 5.2 Ensure compliance by all staff and contractors with The House's WH&S policy at all times

### **6 TOURING**

- 6.1 Develop and drive The House's national and international touring strategic plan in association with the Artistic Director
- 6.2 Work with touring partners to ensure an annual touring program is delivered.
- 6.3 Attend performing arts markets as required

### **7. VENUE**

- 7.1 Oversee the coordination of venue agreements to deliver company programs in Sydney and nationally.

### **8. BUSINESS DEVELOPMENT**

- 8.1 Oversee the management of sponsorship agency and relationships
- 9.2 Identify and create new revenue streams in conjunction with the Artistic Director and Board.

### **9.0 OTHER**

- 9.3 Attend and participate in publicity events and generally act as an ambassador for The House
- 9.4 Other duties as assigned by the Artistic Director/CEO and Board

**SELECTION  
CRITERIA:****ESSENTIAL:**

1. Demonstrated 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. Demonstrated experience in funding and sponsorship negotiation with government, corporate sector and philanthropic organisations
4. Ability to provide strong direction in marketing and publicity strategies and planning
5. 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
6. Excellent communication and negotiation skills
7. Outstanding organisational and planning skills
8. Working knowledge of relevant legislation pertaining to human resources, theatre production and venue management, i.e. Awards, OH&S
9. Familiarity with the Australian performing arts industry, in particular theatre and youth arts practice

Applicants must address the selection criteria contained in the position description and attach their current CV - including details of at least two referees.

The House is an equal opportunity employer.

**PLEASE ADDRESS YOUR APPLICATION TO:  
Danielle O'Keefe**

For confidential enquiries about the position contact Danielle on 0405 711 947

Closing date for applications is 5pm Friday January 24th, 2020.

