

Leadership Role in the Culturally Diverse Arts Sector

Nexus Multicultural Arts (Nexus Arts) is the only contemporary arts organisation in South Australia dedicated to the production and presentation of culturally diverse arts practice, and the development of artists from culturally diverse backgrounds. Nexus is committed to fostering contemporary culturally diverse artistic excellence and innovation through our diverse programs and presentation opportunities and strives to be a national leader in culturally diverse arts presentation.

General Manager (8 month Maternity Leave Cover)

A part time position (0.8FTE) is available for the right person to join our team, based in the Adelaide CBD. This is an 8-month maternity leave position, commencing mid-May and concluding in mid-January 2019.

The successful applicant will have experience in management, experience in MYOB accounting software, a broad knowledge of the South Australian and National arts sector, experience with grant writing and acquittals, be passionate about the development of Aboriginal and Torres Strait Islander artists and artists from culturally diverse backgrounds, and experience fostering relationships with a range of stakeholders.

The General Manager will lead all aspects of Nexus Arts and report directly to the Board. The General Manager will oversee the implementation of the Business Plan and artistic programs. The General Manager will be responsible for financial management, human resources, grant writing and reporting, reporting to the Board, and advocacy of Nexus Arts.

Aboriginal and Torres Strait Islander people, people with disability, and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.

A detailed job specification is available for downloading from our website or by emailing : info@nexusarts.org.au

If you wish to discuss the role, please contact Louise Dunn, Nexus Arts Executive Director, by phone: 08 8212 4276

Applications close midnight Sunday 15th April 2018.

General Manager (8 month Maternity Leave Cover)

Nexus Multicultural Arts Centre Inc

Salary Range: \$50,000- \$60,000

Hours: Part Time (0.8FTE)

Reports to: Board

Contract Period: 8-month Maternity Leave Cover (commencing mid-May 2018)

ORGANISATIONAL CONTEXT

Nexus is a contemporary arts organization, generating positive social outcomes by promoting understanding, acceptance and respect, celebrating difference and diversity through the arts. We advocate for, facilitate the development of, and showcase contemporary arts, artists and communities of diverse cultures, to enrich the expression and image of our multicultural Australia. Our diverse program of concerts, exhibitions and special events aim to integrate contemporary multicultural arts with community cultural progress.

PURPOSE OF POSITION

The General Manager leads all aspects of Nexus and reports directly to the Board of Directors. The General Manager oversees the development and implementation of Strategic and Business Plans. The General Manager is responsible for financial management, human resources, grant writing and reporting, reporting to the Board, overseeing of program delivery, and advocacy of Nexus with stakeholders and the government.

General Responsibilities

- Prepare submissions, reports and acquittals for funding
- Prepare and monitor budgets for all programs and operations
- Ensure policies and procedures are in place to maximise efficiency
- Manage staff and oversee delivery of programs and marketing strategies

Governance

- Report monthly to the Board on Nexus operations.
- Provide advice to the Board on organisational performance and operational matters
- Ensure compliance with all relevant statutory and regulatory frameworks
- Provide monthly financial and program reports.

Staff Management

- Manage all staffing matters including recruitment, performance and staff development
- Liaise with and manage ancillary staff including technicians, bar staff, front of house and security

Financial Management

- Monitor existing 2018 organisational and program budgets and prepare 2019 budgets for consideration and approval by the Board for submission to Arts South Australia in late 2018
- Ensure that operations meet approved budgets and are consistent with financial management policies set by the Board
- Maintain accurate and timely financial records

- Be responsible for payroll and payables

Advocacy

- Liaise with associated arts bodies and their representatives such as Arts SA, Australia Council, Local Government Bodies and Community Groups

Organisational Relationships & Extent of Authority

- The Nexus General Manager reports to and is accountable to the Board.
- The General Manager has authority as confirmed by the Board and Constitution to run day-to-day operations within the approved program and budget.
- The General Manager consults with the Chairperson and the Board on programming, expenditure and budgetary requirements as well as confirmation of programs.

Working Hours

The Nexus office is open Mon-Fri 9am-5pm. The hours worked will be negotiated with the incumbent and may be changed from time to time. The General Manager will be required to attend and occasionally work at Nexus events held outside usual working hours

ESSENTIAL EXPERIENCE, SKILLS AND KNOWLEDGE

Experience and Qualifications

- Tertiary qualification, or equivalent experience, in management
- Demonstrated experience managing a small team
- Demonstrated experience in financial management, and bookkeeping including payroll, and use of MYOB accounting software
- Demonstrated experience in applying for grants, ensuring outcomes and submitting acquittal reports, preferably in arts and community contexts
- Experience in initiating and planning the development of community engagement activities
- Demonstrated ability to foster and build effective stakeholder relationships.
- Demonstrated experience in working within and achieving defined budgets.
- Demonstrated experience in project management and/or co-ordination, preferably in an arts context

Skills & Knowledge

- Ability to think laterally, creatively, strategically and to plan ahead
- Demonstrated knowledge of the contemporary arts sector and relevant funding bodies and opportunities
- Demonstrated ability to work independently, manage a demanding workload, set priorities and meet realistic deadlines.
- Demonstrated understanding of traditional and online media and their requirements
- Excellent communication, networking and presentation skills
- Competent in a range of computer software preferably in a Macintosh environment.
- Knowledge of Occupational Health Safety and Welfare

Personal Attributes

- Professional, open and friendly outlook towards clients, Nexus members and colleagues
- Ability to negotiate and communicate confidently with a broad range of people from diverse backgrounds.
- Supportive attitude towards creative people and processes with a genuine interest in developing artists and art forms.
- Positive and pro-active 'can do' attitude towards duties and projects
- Highly motivated with enthusiasm to inspire others
- Able to lead and work well as part of a small harmonious team within an energetic workplace

DESIRABLE EXPERIENCE, SKILLS AND KNOWLEDGE

- Experience working with community groups and artists from non-English speaking backgrounds
- Experience in policy development
- Experience in fundraising