

Nexus Arts

General Manager—Nexus Arts

Job title: General Manager

Reports to: Artistic Director

Direct Reports: Office Administrator, Venue & Media Manager, Marketing Coordinator

Location: Adelaide CBD

Working conditions: Part-time (0.6 FTE)

Salary: \$55,000—\$60,000 per annum FTE, plus 9.5% superannuation, commensurate with experience

Length of contract: August 2019 – 31 December 2020, with possible extension subject to funding

Applications close: Midnight, 2 August 2019

Nexus Arts is looking for an exceptional individual to be our new General Manager and work in a leadership role within our organisation, a leader in contemporary culturally diverse arts. This position is ideal for an arts administrator with experience in budgeting and financial management, staff management, and grant writing and fundraising. If you're someone who is looking to build strategic leadership experience and take the next steps in their arts career leading a small-medium organisation to its next phase of success, please address the criteria below.

About Nexus Arts

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

The Position

The position of General Manager is a key leadership role for Nexus Arts. Working collaboratively with the Artistic Director, Board, staff and artists, we are seeking a General Manager with skills well suited to shaping the organisation for the future, and advocating for our vision.

The successful applicant will have experience in budgeting and financial management, experience in Xero accounting software or equivalent, experience managing a small staff team, experience with grant writing and acquittals, be passionate about the development of artists from culturally diverse backgrounds, and have experience in fostering relationships with a range of stakeholders.

Key Roles and Responsibilities

Leadership and Advocacy

- In collaboration with the Artistic Director, oversee the employment and management of core, artistic and support staff, to deliver Nexus Arts' artistic and organisational goals
- Build and maintain diverse, effective, and sustainable relationships and partnerships, including with funding bodies at the local, state, and national level; philanthropic organisations; business sponsors; donors; community organisations; and collaborators
- Attend performances and exhibition openings and other events as required (including out of ordinary work hours)
- Advocate for the organisation publicly, and proactively contribute to sector advocacy in Australia by building and maintaining relationships and partnerships within the industry

Strategy, Development and Governance

- In collaboration with the Artistic Director and the Board, facilitate our strategic planning process, developing and revising the organisation's strategic plan as set by the Board
- Implement the strategic plan set by the Board
- Deliver annual operating budgets for approval by the Board, and regular governance and transparency reports to the Board, attending Board meetings as required
- Oversee and manage Nexus Arts operations (e.g. financial; workplace health and safety; child safety), people (e.g. payments and reporting; maintenance of staff records and leave entitlements), and governance (e.g. Board paper preparation together with the Chair)
- Oversee the Marketing Coordinator and other marketing activities, including the development and execution of a Marketing Strategy and Marketing Action Plan
- In collaboration with the Artistic Director and Board, develop and execute a Development and Fundraising Strategy
- Oversee the Venue Manager and broader management of the Venue, and track performance (e.g. hire activity and bar income)
- In collaboration with the Artistic Director and with support from the core team, prepare grant applications, budgets and acquittals to fulfil all reporting requirements for funding partners
- Ensure the organisation fulfils all financial and compliance obligations, including statutory obligations and risk management

Administration

- In collaboration with the Artistic Director, negotiate fees and contracts with artists and presenters, including musicians and visual artists, in accordance with approved budgets

- Daily financial management including processing payments, tax and superannuation obligations, budget tracking, invoicing, and general bookkeeping activities

Selection Criteria

1. Demonstrated experience in the arts - ideally in operations and management.
2. Demonstrated experience in people leadership as well as dealing with external stakeholders in a multi-disciplinary environment.
3. High level planning and problem-solving skills, including the ability to prioritise workloads and meet competing deadlines, while working in a small team.
4. Strong project management experience with the ability to plan, resource and deliver programs and services on time and within budget.
5. Excellent and effective verbal and written communication and negotiation skills, with a commitment to a culture of inclusivity and diversity.
6. Demonstrated experience in financial management, budget control, risk management, governance and strategic planning.
7. Demonstrated experience with, and understanding of, contract management, funding and grant processes.
8. Experience with Xero accounting software or equivalent.

Desirable Criteria

- Experience in marketing for a small to medium organisation
- Experience in reporting to a Board
- Experience in the visual arts sector and gallery management
- Experience in fundraising and sponsorship

Tertiary qualifications in a relevant field, such as arts management, will be highly regarded.

Applicants from culturally diverse backgrounds are strongly encouraged to apply.

Please contact us by calling 08 8212 4276 (Tuesday-Friday, 9am-5pm) or emailing info@nexusarts.org.au to discuss any elements of this position description.

Application Process:

Candidates should submit an application via email to info@nexusarts.org.au, including a cover letter (maximum 3 pages) addressing the selection criteria and a current Curriculum Vitae including 2 referees.

We expect to interview shortlisted candidates in mid August and, ideally, would like the successful candidate to commence as soon as possible.