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## General Manager

**Salary:** \$65,000+ pro rata, plus 10% superannuation, commensurate with experience

**Hours:** 0.6-0.8 FTE (negotiable)

**Commencement Date:** from late January 2022

**End Date:** 31 December 2022, with view to extension pending funding confirmation

**Reports to:** Artistic Director

### ORGANISATIONAL CONTEXT

Nexus Arts is a leader in culturally diverse and intercultural artistic practice. We are the only contemporary arts organisation in South Australia with this focus. Nexus presents contemporary art which explores, promotes and celebrates cultural diversity. We foster excellence by supporting culturally and linguistically diverse and First Nations artists with development programs and presentation opportunities, engaging broad audiences to experience diverse artistic practice.

#### Our Vision

Australian contemporary arts truly represent our intercultural society, promoting social cohesion through diversity and excellence of practice.

#### Our Mission

Nexus Arts fosters contemporary intercultural creative practices, engaging and developing both artists and audiences.

### PURPOSE OF POSITION

The General Manager is responsible for the operational management of Nexus Arts. They are a senior member of the Nexus Arts team, and are responsible for Board and financial reporting obligations, staff and intern management, and overseeing all core operations. In collaboration with the Artistic Director, the General Manager contributes to the preparation of funding applications, strategic planning, and stakeholder management. This is a pivotal position within our team, which has the capacity to contribute significantly to South Australia's arts ecology.

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NEXUS ARTS

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CNR NORTH TCE & MORPHETT ST

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ADELAIDE, SA, 5000

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# Nexus Arts

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W: [NEXUSARTS.ORG.AU](http://NEXUSARTS.ORG.AU)

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## 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 all strategic planning processes, 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 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 broader management of the Venue, and track performance
- Oversee all project staff employed across the organisation, as required
- 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

- Monitor fees and contracts with artists and presenters, in accordance with approved budgets
- Daily financial management including processing payments, tax and superannuation obligations, budget tracking, invoicing, and general bookkeeping activities
- Oversee the Administration & Gallery Coordinator and all operational functions

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## Organisational Relationships & Extent of Authority & Accountability

- The Nexus Arts General Manager has authority as confirmed by the Board.
- The General Manager is accountable to the Artistic Director for all aspects of their work.

Please note that this position description has been developed to encapsulate all core responsibilities of the General Manager role. Additional organisational requirements may be undertaken by a suitable candidate, as negotiated, resulting in an increase in FTE and salary above the base 0.6 FTE. We will invite you to discuss how your experience could contribute to the organisation more broadly at interview stage.

## SELECTION CRITERIA

1. Demonstrated experience in the arts - ideally in operations and management
2. Demonstrated experience in people leadership, Board management, and managing external stakeholder relationships
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 fundraising and sponsorship

Applicants from culturally diverse and First Nations backgrounds are strongly encouraged to apply.

**Applications Close: 6 January 2022**

**Interviews: Between 18 - 21 January 2022**