



Yirra Yaakin Theatre Company  
Whadjuk Boodjar  
Subiaco Arts Centre | 180 Hamersley Road  
Subiaco (Wandaraguttagurrup)  
Western Australia 6008

TEL: (08) 9380 3040  
[www.yirrayaakin.com.au](http://www.yirrayaakin.com.au)

## **GENERAL MANAGER**

### **Selection Criteria (Skills, Knowledge and Experience)**

#### **Essential Skills**

- Demonstrated ability to manage human, physical and financial resources of a similar sized organization.
- High level communication skills, both verbal and written, at all levels.
- Demonstrated skills in MYOB, Excel and IT-related matters.
- Demonstrated ability in securing and managing funding and key stakeholder relationships.
- Strategic planning skills and experience.
- Excellent interpersonal skills.
- Strong organisational skills, including the ability to meet deadlines and identify priorities.
- Exceptional management and leadership skills.
- Initiative, negotiation and problem-solving skills.
- At least 5 years' executive management experience in a key arts or similar not-for-profit organization.
- High level understanding of the role of good governance within a not-for-profit environment and in particular, within an Indigenous Corporation registered with the Office of the Registrar of Indigenous Corporations (ORIC).

#### **Knowledge**

- Understanding of the performing arts sector (including Aboriginal theatre sector)
- Understanding of issues facing the Aboriginal theatre sector.
- Understanding of the issues facing the broader Australian performing arts sector.
- Understanding of the role of Creative Australia, WA Department of Local Government, Sport & Cultural Industries, and other government agencies, where relevant.
- Understanding of the contracting and the employment of artistic and administrative personnel in relation to budgeting and industrial issues.

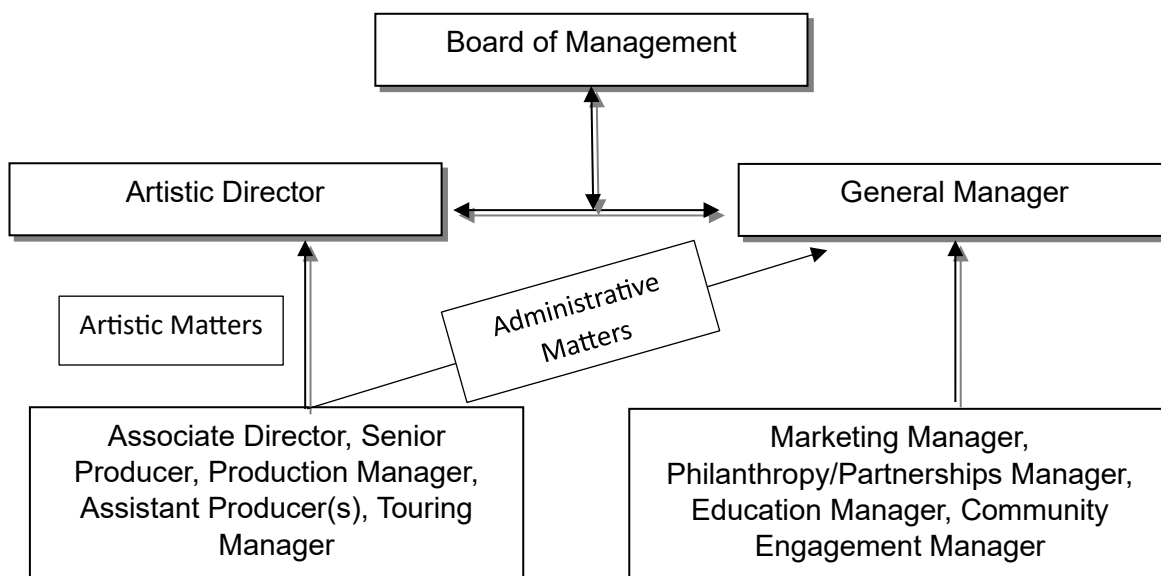
#### **Qualifications**

- A relevant tertiary qualification in Business, Arts Management or similar will be seen as highly desirable for the position.
- Driver's License.
- Working with Children Check, if applicable.
- National Police Clearance.

### 1. Position Description

<b>Date</b>	12 September 2023
<b>Title</b>	General Manager
<b>Employment Status</b>	Permanent full-time
<b>FTE</b>	1.0
<b>Salary</b>	In the vicinity of \$100,000 commensurate with experience plus superannuation

### 2. Reporting Relationship – Reports directly to the Board.



### 3. Primary Objectives of Position

To be responsible for ensuring the financial viability of the organization, the effective and smooth management of the organisation and implementation of the strategic plan.

This is achieved primarily through:

- a. Managing the financial, physical and human resources of the organisation.
- b. Working with the Artistic Director to coordinate and implement all strategic, business and project planning.
- c. Developing and maintaining relationships with funding agencies and all other strategic stakeholders and partners.

### 4. Performance Evaluation

- Financial Management
- Human Resource Management
- A safe working environment for all
- Communication & Interpersonal skills
- Professionalism
- Achievement against work plan
- Ethics and Integrity
- Risk Management
- Teamwork

## 5. Brief Summary of Duties to Be Performed

<b>DUTIES</b>
Manage and coordinate the operations of the organization as per the objectives, policies and targets of the Strategic Plan.
Manage the organisation's physical and financial resources ensuring full compliance and accountability to our stakeholders, while safeguarding the organisation's financial viability.
In collaboration with the Artistic Director develop the annual performance schedule and budget for the program, including allocation and budgeting of resources (financial and human) and venue selection for Board approval.
Represent Yirra Yaakin at company, industry and public events and forums as required.
Oversee the marketing and distribution of the organisation's program and associated activities.
Prepare applications for, then secure, manage, acquit and report on funding and other key stakeholder agreements.
Oversee the preparation and presentation of documents and reports for Board meetings, maintaining an appropriate flow of information between the Board and the organisation to enable effective governance.
In collaboration with the Philanthropy/Partnerships Manager and the Board, support seeking of diverse income streams for the organisation in the areas of philanthropy, partnerships, sponsorship and giving.
Manage the organisation's human resources, including recruitment, retention, and development (performance management and professional development) as well as oversee the contracting of all project personnel.
In collaboration with the Artistic Director, maintain strong, positive networks within the theatre sector, particularly the national Aboriginal Theatre sector.
In partnership with the Artistic Director, maintain professional and healthy organisation morale.
Other duties as required by the Board of Directors, as mutually agreed.
Deliver, and encourage all employees to deliver a high standard of customer service and industry awareness, including advocacy of the company.
Exercise a duty of care to understand the need to work in a safe and efficient manner, having regard to your own safety, health and wellness as well as that of others.
Develop, record and update Policy and Procedures Manual, Rule Book, Workplace Code of Conduct and any other relevant legislative documents as required.

## 6. Outcome Statement

KEY AREA (management KPI's)		EXPECTED MINIMUM OUTCOMES
OPERATIONS	Planning	To maintain the organisation's strategic planning cycles.
	Governance	Membership database is maintained. Monthly FAC reporting and meetings. Support the Governance Advisory Committee as required. Board papers to be distributed at least 1 week before meetings. Assist with compliance to key stakeholders.
	Delivery	No Qualifications on Audit Reports. Timely reporting and acquittal of all agreements.
RESOURCES	Financial	To ensure the organisation remains financially viable. To prepare annual budgets and report monthly against them.
	Human	Yearly performance review for all staff. Ensure regular staff meetings.
	Physical	To effectively manage the company's assets.
ADVOCACY	Industry Awareness	Attend local sector and National industry events and if applicable international conferences that align with federal and state funding periods.
	Advocacy	Maintain strong business relationships with external and internal stakeholders, authorities, organisations and individuals.
	Partnerships	To seek out new partnership opportunities and strengthen continuing relationships.