

## Business Manager

### Position Profile

The Business Manager supports the Artistic Director & CEO to deliver the strategic objectives of the company by ensuring its business and financial operations are viable, sustainable and appropriate for the ongoing needs of the company.

The Business Manager is primarily responsible for the operational implementation of the strategic plan, business operations, funding and income generation, partnerships, human resources, accounts and audit, contracts and reporting, and compliance matters. They also provide administrative support to the Artistic Director & CEO and the Board.

We are looking for a highly organised person with experience working in a business or arts leadership role. The Business Manager will be analytical and a great communicator, have outstanding organisational and planning ability, expertise in financial management, experience with sponsorship and fundraising, an eye for income growth and diversification, and the ability to work in a hands-on capacity with a small staff to create a thriving, creative work environment.

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### Position Title

Business Manager

### Reports to

Artistic Director & CEO

### Key Internal Relationships

Artistic Director & CEO, Marketing and Engagement Manager, Workshops Manager, Associate Producer, Bookkeeper, Secretary and Treasurer

### Key External Relationships

- ACT Government (artsACT, Access Canberra)
- Regulatory Bodies (including the ACNC and RCO)
- Ainslie and Gorman Arts Centres
- Donors, philanthropic trusts, foundations and corporate sponsors
- Arts organisations and venues
- IT provider
- Insurance brokers
- Auditors
- Contractors and suppliers
- Young people and their families

### Position type

Flexible Part-time 0.8 FTE (4 days per week, 30 hours) or 0.6 FTE (3 days per week, 22.5 hours)

### Contract Term

Two year fixed term contract with potential for extension  
Three month probationary period

### Salary

\$75,000 pro-rata (\$60,000 0.8 FTE or \$45,000 0.6 FTE) including standard leave entitlements, plus superannuation

<b>Start Date</b>	Monday 10 January 2022
<b>Location</b>	Gorman Arts Centre - Batman Street, Braddon, ACT
<b>Special Conditions</b>	Due to the nature of this role, this position may require additional hours and work outside of normal office hours in peak periods, especially during productions, compensated with time off in lieu. This job description may change from time to time with due consultation to meet the changing needs of the company.
<b>Applications due</b>	Monday 6 December 2021 at 9am
	This is a re-advertised role. Applicants who have already applied in November 2021 do not need to re-apply.

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## Key Duties and Responsibilities

### Business Management

- Work with the Artistic Director & CEO to implement, monitor and evaluate the company's strategic plan, reporting regularly on progress, outcomes and issues against agreed KPIs.
- Develop strategies to grow earned revenue from current sources, and business cases to secure new revenue through grants, philanthropy, fundraising, and other earned income.
- Prepare annual reports, funding applications and acquittals, government reporting, annual statistics, archival records, and other high level documentation.
- In collaboration with the Artistic Director & CEO, provide the Board with all relevant information and recommendations in order to support decision making.

### Financial Management

- Responsible for the overall financial management of the company, operational and project budgets, cash flow, and maintaining a collaborative relationship with the Treasurer of the Board and external Bookkeeper.
- Oversee the Bookkeeper's management of financial systems to ensure accurate reporting of the financial performance of the company.
- Present monthly financial reports to the Artistic Director & CEO and Treasurer, including profit and loss statements, budget analysis, balance sheets and cash flow statements.
- Oversee the annual audit in collaboration with the Bookkeeper, Treasurer and the appointed Auditor.

### Legal, Compliance and Policies

- Review and update operational policies and procedures, and ensure they are compliant with current regulations and legislation. Maintain the currency of all insurances.
- Ensure the company's risks are well managed, monitoring risk assessment and WHS procedures and policies to ensure a safe and inclusive workplace.

- Be responsible for compliance of charitable law, company registration, and annual reporting to the Australian Charities and Not-for-Profits Commission and Register of Cultural Organisations.
- Ensure the company complies with all requirements and recommendations for Child Safe Organisations, including ensuring all personnel engaged in work with young people have current Working with Vulnerable People clearances.

#### **Administration and Office**

- Manage office administration, resourcing, IT and management systems and procedures that enable the organisation to operate efficiently.
- Oversee databases and CRM systems, ensure staff maintain the integrity of internal systems, and establish new systems as required.
- Develop and maintain effective administrative systems and procedures for filing, storage and archiving of key administrative data, making sure that information is accessible and regularly updated.
- Maintain minutes of staff meetings and provide administrative support to the Artistic Director & CEO and Board.

#### **Human Resources**

- Develop, implement and revise HR policies and processes.
- Work with the Bookkeeper to maintain accurate employee payroll, tax, entitlements, superannuation and workers' compensation records.
- Lead by example to ensure a safe and positive workplace culture is maintained at all times, ensuring expectations are clear and everyone is treated fairly and equally.

#### **Funding and Sponsorship**

- In consultation with the Artistic Director & CEO, foster relationships with funding bodies, sponsors, donors and philanthropic organisations in seeking funding.
- Oversee the preparation of grant applications to funding bodies in collaboration with the Artistic Director & CEO. Ensure that reporting and acquittal funding obligations are met.

#### **Other Duties**

- Attend staff meetings, Board meetings and other meetings as requested.
- Attend and participate in company events and generally act as an ambassador for the company.
- Maintain a sound awareness of industry awards and best practice.
- Assist with the coordination of events and presentations.
- Participate in professional development and staff training.
- Other reasonable duties as assigned by the Artistic Director & CEO and Board.

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### **Selection Criteria - Essential Skills**

*Please address the following. Your responses should provide at least one example that demonstrates the necessary experience in each area:*

**Business and Financial Management**

- Tertiary qualification or equivalent industry experience in business and/or arts management.
- Strong organisational and management skills, including the ability to strategically plan, budget, manage, evaluate and report on activities and performance of the organisation.
- Strong skills in financial management, proficiency with MYOB, and experience in strengthening company finances, including growing and diversifying income.
- Experience in developing reports, preparing audits, funding applications, acquittals and evaluations.

**Legal, Compliance and Policies**

- Experience in developing, implementing and reviewing organisational policies and procedures.
- Knowledge of human resource practices and industrial relations in the not-for-profit and/or live performance sectors.
- Understanding of Workplace Health and Safety principles and regulations and the ability to interpret legislation and regulations.

**Human Resources, Administration and Office Management**

- Excellent organisational management skills with strengths in business planning, office administration, compliance and human resources.
- Experience in the implementation of financial, operational, IT and administrative systems to improve business efficiency.
- Excellent motivational skills, the ability to work effectively with a small staff, and create a positive work environment.

**Funding and Sponsorship**

- Experience in fundraising, sponsorship, relationship building, maintenance of successful relationships with government, philanthropic partners and businesses.

**Industry Knowledge**

- Familiarity with the Australian performing arts industry, in particular theatre and/or youth arts.

*Although arts management experience is highly desirable, we welcome applications from candidates with broader business experience who have a demonstrated passion for the arts and young people.*

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**Work Requirements**

Canberra Youth Theatre is a child-safe organisation and committed to the safety and wellbeing of all young people accessing our programs. The successful applicant will be required to obtain and maintain the following:

- a current Working With Vulnerable People registration
  - a current First Aid Certificate.
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**How To Apply**

Applicants should submit the following as one single PDF document:

- A written application (no more than 3 pages) addressing the Selection Criteria above
- A current CV
- Contact details of 2 referees.

Applications should be emailed with Business Manager in the subject line by Monday 6 December 2021 at 9am to [luke@canberrayouththeatre.com.au](mailto:luke@canberrayouththeatre.com.au)

If you would like to discuss the position in more detail, please contact Luke Rogers by email on [luke@canberrayouththeatre.com.au](mailto:luke@canberrayouththeatre.com.au)

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**Additional  
Information**

Canberra Youth Theatre is an inclusive organisation, committed to providing a platform for diverse voices across all levels of our organisation. We strongly encourage applications from First Nations people, those who are culturally and linguistically diverse, people of all abilities, and people from LGBTQIA+ communities.

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**Company  
Information**

Canberra Youth Theatre is one of the leading youth arts companies in Australia, celebrating our 50th anniversary in 2022.

We create opportunities for young people to collaborate, develop their artistic skills and create pathways to the professional arts sector. We advocate for and amplify the voices of young people, providing a space for them to discover and express their creative selves. We produce powerful theatre where young artists ignite urgent conversations, challenge the forces that shape them, and invite us to see the world from new perspectives.

Canberra Youth Theatre is the voice of youth expressed through intelligent and challenging theatre.

**[www.canberrayouththeatre.com.au](http://www.canberrayouththeatre.com.au)**

