

PD – General Manager, Soul Theatre Inc.

Note: *This is a voluntary position.*

The Company

Soul Theatre Incorporated creates community based, high quality productions of a professional standard that are entertaining and thought provoking. We represent the misunderstood, the disadvantaged and the disenfranchised by confronting attitudes of narrow mindedness, bigotry, injustice and ignorance.

Alicia Liley formed the company in 1993/94. Currently CEO and Artistic Director, she has an acquired brain injury resulting from a motor car accident. Her inspiring story has been the subject of a television documentary: *Alicia*, which was broadcast six times nationally and also screened internationally.

Soul Theatre is currently working on *The Climamania Project* to tackle issues of the climate change crisis and its effect on vulnerable communities. Volunteers are needed to assist with administration, marketing and production at a variety of levels, with the potential for these to become paid positions as resources allow.

Position Summary

The General Manager is responsible for the overall management of Soul's administration, risk management, legal compliance and finances. The role is an estimated 0.4 position (averaging 2 days per week) and is currently offered on a voluntary basis.

Reports to: CEO, Board of Management.

Works alongside: Artistic Director, Marketing and Communications Manager, Executive Producer (the Executive team).

Direct Reports: Risk Manager, Finance Manager, Organisational Development Manager

Duties:

Governance: Attend Soul Theatre Board meetings, prepare Board reports and papers as required. Prepare and coordinate the AGM. Support the CEO and Board, including the Secretary in maintaining the register of members of Soul Theatre and minuting of Board Meetings.

Compliance: In liaison with the Board, the CEO and the Artistic Director, ensure compliance with funding body requirements, and all other relevant legal requirements, for example as required by the legislation around Incorporated Associations, Register of Cultural Organisations, etc.

Finance: In liaison with the Board Treasurer, provide financial reports to the Board for review at regular Board meetings and at the AGM, develop, monitor and revise annual and project budgets, research and develop funding strategy and timelines for funding opportunities, lead grant writing and fundraising initiatives, prepare and acquit funding submissions. Investigate sources of funding to make the role ongoing.

Networks and Relationships: Represent Soul Theatre within high-level arts, disability and/or community networks. Forge and maintain high-level relationships with government, business, the philanthropic sector, including potential sponsors and patrons. Develop relationships within the corporate and education sectors that will benefit and promote the strategic direction of Soul Theatre.

Strategic Planning: Develop a dynamic 3-year Strategic Plan in conjunction with the Board, CEO and Executive team. Oversee the annual strategic planning process.

General Operations: Establish and maintain efficient digital and physical filing systems, IT systems and operating policies and procedures to ensure they comply with best practice and current legislation.

Authority Level:

The position has authority to direct volunteers and team leaders within the Finance and Administration division of the company; as well as other company staff and volunteers with respect to any area of policy and procedure delegated to the position by the Board or CEO. The position has authority to sign contracts up to \$1,000 in value.

Measurement:

Regular reporting to the CEO and the Board on finance and administration matters. Annually, a report to be drafted for the Board on achievements in achieving the Production Schedule and Strategic Plan. Annual performance review against criteria set by the Board and CEO.

Essential Selection Criteria:

- High level skills and experience in organisational management relevant to a non-profit entity, covering the areas of responsibility listed above.
- Experience in writing successful funding submissions relevant to the non-profit sector and preferably the arts sector
- Demonstrated ability to work productively, flexibly and independently with minimal supervision as well as to work collaboratively with a team.
- Experience in working with Boards
- Experience in developing Business Plans

- Interest in, and understanding of, issues faced by people with a disability, social disadvantage, plus general societal issues including climate change
- Knowledge of, and networks in, the arts, community arts, disability, local government and corporate sectors

Desirable selection criteria:

- Experience in negotiating sponsorship agreements and/or other formal partnerships
- Knowledge of, and passion for, performing arts, cross art-form and interdisciplinary arts
- Tertiary Qualifications in Arts Management, Event Management or Business Administration
- Persons with a disability, or persons who are deaf, and meet the above selection criteria, are encouraged to apply.

To apply, please send a letter addressing all the above Selection Criteria, and a CV, to alicialiley@soultheatre.com.au