



## General Manager (parental leave)

Performing Lines is at an exciting cross-roads in the refinement of its strategic vision and focus as it responds to recent local and world events that shape the contemporary independent performing arts context.

To support this, we are seeking a full-time General Manager who will work closely with the Executive Producer and Senior Producers in NSW, Tasmania, Victoria and Western Australia to provide the stable platform from which independent artists can perform daring feats.

The successful applicant will work across Governance, Compliance, Strategy, Operations Management, Marketing, Finances & Fundraising, Relationship Management and Sustainability.

The role is full-time, fixed-term contract from November 2022 to August 2023 with standard contact hours negotiated by mutual agreement. From time-to-time the role will require work outside of regular office hours. Subsequent extension/s will be subject to funding and performance within the contracted term.

Performing Lines embraces difference and seeks to foster increased inclusivity and representation in the art that we create, the audiences we attract and the staff we engage. We recognise the value of diverse experience, perspectives and practice and acknowledge these experiences as a specialist expertise. First Nations applicants and those from communities typically 1minoritized within our sector are strongly encouraged to apply and applicants are encouraged to speak to their lived experience and networks as part of their application.

Please note, should this application form, process or job structure be inaccessible for you, we encourage you to be in contact so that we can make change where possible. Performing Lines supports flexible working practices and infrastructure to promote work-life balance and to meet the diverse and unique needs of its employees.

### Company Overview

Performing Lines produces provocative contemporary performance by Australia's most audacious independent artists. Our purpose is to champion risk and to ensure that the breadth and plurality of Australia's creative potential is represented, celebrated and enjoyed.

We curate a portfolio of work that is propelled by pressing questions and new ways of seeing the world. We champion the unconventional, the marginal, the rebellious and the new.

For close to four decades, we have collaborated with arts companies, presenters and supporters to take some of Australia's most exciting and diverse contemporary arts experiences to audiences around Australia and the world.

Performing Lines is a national network of industry professionals with on-the-ground teams in New South Wales, Tasmania, Victoria, and Western Australia, and working in the national and international performing arts sectors. We are committed to achieving industry best practice in all that we do, whether that is supporting artists to develop new work; producing and touring shows; community engagement programs; or supporting artists and the broader arts sector through skills development initiatives.

In everything we do, we acknowledge that we live on Aboriginal land and constantly learn from the wisdom of First Peoples. Where we are and the history that precedes us informs how we work and how we move forward.

For further information, please visit our website [www.performinglines.org.au](http://www.performinglines.org.au)

### How to apply

If you believe you're the right fit for the role, please send your application by email to [administration@performinglines.org.au](mailto:administration@performinglines.org.au) by **midnight, Sunday 2 October 2022**. Applications should include:

- a short covering letter addressing the skills and experience required for this role and
- a 1 – 2-page summary resume including two referees

Or

A video application that addresses the skills and experience required for this role and outlines your professional experience / work history including the title, duration and respective organisation of your appointments and contact details two referees.

For more information or to discuss please contact Marion Potts on [marion@performinglines.org.au](mailto:marion@performinglines.org.au)

## Performing Lines | General Manager

<b>Job Title:</b>	General Manager	<b>Job Type:</b>	Full-time , fixed term (parental leave cover Nov 2022 – Aug 2023)
<b>Reports to (Position):</b>	Executive Producer	<b>Position is Shared:</b>	No
<b>Number of Direct Reports:</b>	7	<b>Date Created or Revised:</b>	August 2022

### Key accountabilities

You will work with Performing Lines Executive Producer and other team members, in the following areas:

#### Governance

The General Manager and Executive Producer form the Executive Team, working together to:

- Ensure the sound management and financial stability of the company
- Engage with the Board to ensure appropriate compliance, advice and information on all company activities
- Coordinate Board meetings and report to the Board and other key stakeholders on a timely basis
- Lead on the development of strong planning and robust evaluation procedures for key company activity
- Oversee management of all program and operational budgets; identify and generate income through a mix of new financial partnerships, joint ventures, grants and shared-risk arrangements for current and future projects and initiatives

#### Compliance

- Oversee, manage, ensure compliance with and report on all Performing Lines' contractual, legal, insurance and other obligations

#### Strategy

- Support the development and implementation of a strategic plan(s) and a national business model to support strategic outcomes
- Monitor implementation of the Strategic Plan, in conjunction with the Executive Producer
- Identify and develop initiatives and a range of partners who can bring funding, connections and expertise to the company
- Attend meetings with officers of the funding organisations to discuss artistic and strategic forward plans
- From time-to-time drive key company strategic projects

#### Management, Administration and HR

- Oversee the company's operations, policies and projects by liaising with and coordinating the contributions of all relevant parties to ensure that output is of a high quality and consistent with agreed plans, parameters, budgets and timelines
- Take overall responsibility for the company's management infrastructure, including all administrative systems, IT/digital functions, planning procedures and premises
- Take overall responsibility for the HR function, leading the development of HR policy and strategy, overseeing its implementation

- Develop and implement performance management and professional development processes to support employee engagement, contribution and development which include goal setting, effective feedback loops and performance planning

### **Marketing and Communications**

- Develop to develop a dynamic identity and vision for the company
- Implement and evaluate a forward-thinking Marketing and Communications Strategy for the company and to support the Strategic Plan
- Ensure a leading digital presence for the company
- Be an active advocate for the company in a range of settings, and to represent the company in a wide range of national and international forums and performing arts markets
- Be a point of access for artists and communities who want to engage with the company

### **Finances and Fundraising**

- Ensure the financial viability of company; work towards breakeven or profit budgets, manage the company's financial affairs diligently and in accordance with the annual budget approved by the Board
- Manage government stakeholders to maximize support, oversee major funding agreements, submissions and acquittals, budget administration
- Oversee the annual audit in collaboration with the Finance Manager and the Company's auditors
- Manage the company's fundraising strategy, including negotiation of philanthropic opportunities and ensure appropriate management and reporting practices

### **Relationships**

- Develop and manage positive and effective relationships and networks with Australian and international artists, producers, presenters, festivals, partners and collaborators; build the company's national and international profile; and ensure the succession of sustainable, longer-term relationships for the company

### **Sustainability**

- Work closely with the Executive Producer and team to identify sustainable solutions for the company's production practice and operations including, but not limited to, in the areas of environmental sustainability, equity and inclusion, workplace safety, wellbeing, and sector capacity building

### **SKILLS & EXPERIENCE REQUIRED:**

The General Manager must demonstrate:

- significant experience in and knowledge of administrative and business practices, as well as IT and management systems and procedures;
- proven experience in developing, managing and reconciling budgets, and in preparing financial plans and projected budgets; as well as proposals and acquittals to funding bodies and foundations;
- a proven track record of working effectively and collaboratively with a Board of Directors, staff and colleagues, and of implementing best practice in governance, compliance, contracting and HR approaches;
- an outstanding ability to plan, implement and manage at both a strategic and operational level;
- an understanding of the performing arts sector in Australia, and a sound knowledge of the funding environment in which the sector in general, and Performing Lines, operate;

- a proven capacity to communicate openly and effectively with staff, service providers and stakeholders, showing a willingness to deal with the difficult issues using emotional intelligence, and to inspire and persuade others to achieve desired goals; and
- capacity to contribute to the leadership and networks of Performing Lines from unique lived experience and perspective.

**EDUCATION & PRIOR WORK EXPERIENCE:**

**Essential**

- 5+ years' experience in a management role

**Desirable**

- Tertiary qualification in arts management, theatre, entertainment or an equivalent relevant knowledge, training and/or experience

**DIRECT REPORTS:**

- Senior Producers x 4 (shared management with Executive Producer)
- Administrator
- Marketing Manager
- Finance Manager

**KEY RELATIONSHIPS:**

**Internal:**

- Executive Producer
- Senior Producers
- Finance Manager
- Bookkeeper
- Administrator
- Production Manager
- Marketing Manager
- Producers

**External:**

- Artists and Companies
- Presenting and Commissioning Partners
- Funding bodies
- Suppliers
- Agents and Artist Management
- Industry peak bodies
- Donors & Foundations