

## WORK WITH ILBIJERRI

Position title:	Executive Director
Salary:	\$100-105,000 + statutory superannuation (10%), with annual salary increments subject to performance review.
Position type:	Full time, ongoing, subject to 6-month probationary period.
Accountability:	<p>Reports to: the Executive Director is Co-CEO (with the Artistic Director) and works under the direction of, and reports to, the ILBIJERRI Board of Directors.</p> <p>Direct reports: General Manager, Senior Producers, Development Manager, Marketing Manager, Finance Manager, Administration Staff, Project-based Artists, and Freelance Crew.</p>
Conditions of contract:	<p>37.5 hour week</p> <p>4 weeks annual leave per annum</p> <p>Time-in-lieu of overtime</p>
Recruitment focus:	<p>This position is only open to Aboriginal and/or Torres Strait Islander applicants. The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 12 of the Equal Opportunity Act 2010 (Vic) and s 8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic).</p> <p>We strongly encourage Aboriginal and Torres Strait Islander Arts leaders to apply. The Board acknowledges that the preferred candidate may require some skills development provided by the company to grow into the role during the initial 12 to 18 months of employment.</p> <p>The Board also encourages applications from Aboriginal and Torres Strait Islander professionals outside of the Arts sector, with transferrable skills in executive leadership.</p>
Travel requirements:	ILBIJERRI-funded interstate and international travel is required in this position, with the potential for rural and remote travel.
Position contact:	<p>Name: Eugenia Flynn, Chair, ILBIJERRI Board of Directors</p> <p>Phone: 0411 899 183</p> <p>Email: eugenia.flynn@gmail.com</p>
To apply:	Please follow the application process outlined below.
Note:	ILBIJERRI will also be making direct approaches to encourage a diversity of applicants.

## ABOUT THE ROLE

ILBIJERRI is the longest-established First Peoples' theatre company in Australia, celebrating 30 years strong in 2021 and creating, presenting and touring powerful and engaging theatre by First Nations artists to audiences across Australia and the world. ILBIJERRI Theatre Company is a fast-growing company, recently joining the National Performing Arts Partnership Framework (NPAPF), and increasing its reach and influence across the performing arts sector.

Together with the Artistic Director, the Executive Director will be a voice for the First Nations Theatre sector and will lead sector development. The role of Executive Director contributes to self-determined First Nations storytelling and voice through theatre and the performing arts, working within First Nations cultural protocols and processes, and providing strong leadership for producing a large-scale program of new works and national and international touring for the company.

The Executive Director role is responsible for overseeing the daily operations and financial management of the company and its staff. Working closely with the ILBIJERRI Finance Manager this role will maintain a clear focus on the company's long-term strategic growth under direction of the Board and the organisation's business plan.

The Executive Director oversees the implementation of the company's artistic program and coordination of artistic funding submissions and acquittal of program funds. This role is also responsible for market development and promotion of the company both nationally and internationally.

The Executive Director and Artistic Director are ILBIJERRI's co Chief Executive Officers.

## FIRST NATIONS APPLICANTS

The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 12 of the Equal Opportunity Act 2010 (Vic) and s 8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic).

The position is therefore only open to Aboriginal and/or Torres Strait Islander applicants.

The Board acknowledges that the preferred candidate may require some skills development provided by the company to grow into the role during the initial 12 to 18 months of employment. This support may include a combination of external mentorship, on-the-job skills development, and formal training (e.g. arts and culture sector mentoring, financial or business management training), as required to secure a suitable First Nations emerging Arts leader into this position.

The Board also encourages applications from Aboriginal and Torres Strait Islander professionals outside of the Arts sector, with transferrable skills in executive leadership.

## ABOUT ILBIJERRI THEATRE COMPANY

ILBIJERRI is one of Australia's leading theatre companies creating innovative contemporary works by Aboriginal and Torres Strait Islander artists that challenge and connect with audiences. ILBIJERRI believes in the power of First Nations voices. Our creative processes support the empowerment of First Nations artists and communities to tell our stories, from our perspective.

Established in 1990 as a not-for-profit cooperative company, and based in Melbourne, ILBIJERRI is the longest running First Nations theatre company in Australia. Since 1990 we have been initiating and developing performances in collaboration with our community and artists.

ILBIJERRI productions have toured nationally and internationally, received critical acclaim and resonated with both Indigenous and non-Indigenous audiences.

## MISSION

ILBIJERRI Theatre Company creates challenging and inspiring theatre by Aboriginal and Torres Islander artists that gives voices to our cultures.

## VISION

Our voices are powerful in determining the future of Australia. Our culture is respected, celebrated and embraced.

## HOW WE WORK

At ILBIJERRI, we share leadership and we work collaboratively. We are careful and compassionate, making consensus decisions after focused deliberation. Our work is about nurturing voices and growing leadership in others. To empower others, we lead from behind.

## WHAT WE VALUE

### **The power of Indigenous voices**

We work with Aboriginal and Torres Strait Islander storytellers (writers, directors, actors, key creatives, theatre practitioners) to tell our stories through high quality theatre as a continuation of our culture.

### **Indigenous protocols and ways of working**

We respect our people, community and artists by working in accordance with the protocols of our own community, and those whose country we are working on.

### **Self-determination**

We ensure Aboriginal and Torres Strait Islander people drive all key decision-making processes within ILBIJERRI.

### **Respect**

We always give our fullest respect to our people, our Elders, our culture and country and to all peoples with whom we share our land.

### **Indigenous diversity**

We respect, celebrate, and embrace the cultural diversity of Aboriginal and Torres Strait Islander peoples, our stories, our culture and our experiences.

## POSITION DESCRIPTION

### KEY INTERNAL RELATIONSHIPS

The Executive Director maintains excellent communication and effective working relationships with the ILBIJERRI Board of Directors and the Artistic Director. Additionally, the Executive Director manages the following positions within the company:

- General Manager
- Senior Producers
- Development Manager
- Marketing Manager
- Finance Manager
- Administration Staff
- Project-based Artists and Freelance Crew

### KEY EXTERNAL RELATIONSHIPS

The Executive Director maintains positive relationships with a broad range of external stakeholders including funding and philanthropic bodies, current and prospective presenters such as venues and arts festivals both nationally and internationally, local government, the external auditor, theatre and Indigenous arts organisations and industry bodies and the media.

### DUTIES & KEY ACCOUNTABILITIES

#### 1. LEADERSHIP

In conjunction with the Artistic Director and ILBIJERRI Board, the Executive Director will lead the development and implementation of ILBIJERRI Theatre Company's strategic plan.

Additionally, the Executive Director will develop and implement best practice strategies in:

- Artistic development
- National and international market development
- Company identity, marketing and publicity
- Business development
- Philanthropy
- Human resources
- Finance

This role is instrumental in representing ILBIJERRI as a key contributor to industry-wide First Nations theatre development and ensuring the company is recognised by stakeholders as being a leader in quality Aboriginal and Torres Strait Islander theatre and performance.

#### 2. ARTISTIC PROGRAM

The Executive Director will, in conjunction with the ILBIJERRI Artistic Director:

- Produce a program of new works according to the artistic and market development strategies of the company
- Negotiate national and international tours and performance seasons
- Develop appropriate partnerships and networks with arts and First Nations community organisations

- Oversee key facets of ILBIJERRI productions to ensure effective delivery of tours and performance seasons
- Provide ongoing oversight of the Artistic program to the Board and the ILBIJERRI Elders in Residence

### **3. INCOME GENERATION AND FUNDING RELATIONSHIPS**

The Executive Director will in conjunction with the ILBIJERRI Development Manager:

- Seek and secure adequate operational and project funding to deliver the company's activities
- Maintain excellent relationships with funding bodies
- Seek new funding opportunities particularly from philanthropic sources
- Review and appraise programs through a robust evaluation process
- Acquit all grants fully and on time

### **4. FINANCIAL MANAGEMENT**

The Executive Director will in conjunction with the ILBIJERRI Artistic Director, General Manager, Finance Manager and ILBIJERRI Board:

- Design responsible and effective project and operational budgets
- Monitor expenditure and budgets and coordinate monthly financial reports
- Oversee the daily financial operations of the company, including payroll, accounts receivable and payable, tax and other reporting responsibilities
- Negotiate and monitor all financial aspects of the organisation's legal and contracted obligations

### **5. PERSONNEL MANAGEMENT**

The Executive Director will in conjunction with the ILBIJERRI Artistic Director and General Manager:

- Recruit and manage all non-executive staff, including training, professional development, leave and annual performance reviews
- Supervise HR operations including payroll, staff development, workplace legal requirements, ILBIJERRI policies and relevant union matters
- Negotiate all artistic and production personnel contracts as required

### **6. ADMINISTRATION**

The Executive Director will, in conjunction with the ILBIJERRI General Manager:

- Manage all company assets
- Observe and implement all Occupational Health and Safety requirements in the designated workplace(s) of ILBIJERRI
- Prepare various reports to funding bodies and the ILBIJERRI Board
- Prepare the ILBIJERRI Annual Report
- Oversee annual reporting to Consumer Affairs Victoria and other relevant regulatory bodies

### **7. MARKETING AND COMMUNICATION**

The Executive Director will in conjunction with the ILBIJERRI Artistic Director and Marketing Manager:

- Oversee implementation of high-level marketing and communications strategies that assist in achieving our business plan goals
- Oversee implementation of the company's data collection and evaluation processes
- Represent ILBIJERRI Theatre at public functions, conferences, and delegations and in media interviews as an effective public spokesperson and ambassador for the company and its work.

## KEY SELECTION CRITERIA

### Essential

1. An Aboriginal and/or Torres Strait Islander person with experience and understanding of working with Aboriginal and Torres Strait Islander cultures and communities.
2. Demonstrated ability to provide facilitative leadership: managing, motivating and empowering staff to succeed.
3. Strong skills in developing a strategic vision, and identifying innovative ways of working, with experience and/or a demonstrated commitment to working in a collaborative leadership model.
4. Strong financial management experience, including detailed grant submission and acquittal work.
5. Organisational and management skills of a high order, including the ability to develop business plans and budgets, and to manage and evaluate the activities and performance of an organisation.
6. Demonstrated high-level written and oral communication skills, and strong communication and negotiation experience, with a variety of stakeholders including government, philanthropic foundations and industry peers.

### Desirable

1. Previous experience working within the arts and cultural sector, particularly with Aboriginal and Torres Strait Islander cultures and communities.
2. A knowledge and understanding of, and an ambition for, the contemporary performing arts sector and First Nations performing arts, with sensitivity to artists, performers, and the creative process. Ideally this includes experience in producing, touring, and artist development within an arts organisation.
3. A tertiary qualification in Business or Arts Management, or equivalent experience.

## PERSONAL ATTRIBUTES

ILBIJERRI seeks applicants who are self-disciplined, motivated, innovative and culturally aware.

## APPLICATION PROCESS

1. For further information about the role please contact Eugenia Flynn, Chair, ILBIJERRI Board of Directors:  
via email: [eugenia.flynn@gmail.com](mailto:eugenia.flynn@gmail.com)  
via phone: 0411 899 183
4. To apply, please provide:
  - a one-page cover letter outlining your relevant skills and experience for the role
  - a statement of no more than two pages addressing each of the key selection criteria above
  - An up-to-date CV, along with the names and contact details of three professional referees.

Please email your application (cover letter, key selection criteria and CV) as a single PDF

with your name and the position title as the document's name.

Please note: Only applications that address the key selection criteria will be assessed.

2. Applications by email only should be sent to [jobs@ilbijerri.com.au](mailto:jobs@ilbijerri.com.au) by midnight on Monday 29 November 2021.
3. After the close of applications, shortlisting will take place within 10 days, no late applications will be accepted.
4. While receipt of all applications will be acknowledged by email, only shortlisted applicants will be contacted individually. We appreciate your patience in not contacting us during this time.
5. Interviews will take place between Monday 6 December 2021 and Friday 10 December 2021 at the ILBIJERRI office in Melbourne or via Zoom, as appropriate. If you already know that you are unavailable at this time, please advise us in your covering letter.

**For more information, please contact:**

Eugenia Flynn, Chair, ILBIJERRI Board of Directors

M: 0411 899 183

E: [eugenia.flynn@gmail.com](mailto:eugenia.flynn@gmail.com)