

## WORK WITH ILBIJERRI

Position title:	General Manager
Salary:	\$80-90,000 + statutory superannuation (10%), with annual salary increments subject to performance review.
Position type:	Full time, initial two-year contract, subject to a 3-month probationary period.
Accountability:	Reports to: Executive Director and Artistic Director Direct report: Marketing and Admin Coordinator (in conjunction with the Marketing Manager)
Conditions of contract:	37.5 hour week 4 weeks annual leave per annum Time-in-lieu of overtime
Work location:	Meat Market, 5 Blackwood St North Melbourne (current) Collingwood Yards, 30 Perry St, Collingwood (as of Dec 2021)
Travel requirements:	ILBIJERRI-funded intra and interstate travel may be required in this position, with the potential for rural and remote travel.
Position contact:	Name: Sarah Greentree, Acting Executive Director Phone: 0402 405 746 Email: <a href="mailto:sarahg@ilbijerri.com.au">sarahg@ilbijerri.com.au</a>
To apply:	Please follow the application process outlined below.
Note:	The Board encourages First Nations applicants. ILBIJERRI will also be making direct approaches to encourage a diversity of applicants.

## ABOUT THE ROLE

The General Manager is a senior position within ILBIJERRI Theatre Company, responsible for the internal and operational running of a busy arts company working with reach ranging from Aboriginal communities through to international markets. The General Manager will be responsible for managing and overseeing all day-to-day operations, administration and processes of the company and its staff.

The General Manager will be central to the smooth running of the office and organisation and works under the direction of ILBIJERRI's Co-CEOs, the Artistic Director and the Executive Director. The General Manager will further refine and develop the company's procedures, workflow and project management systems as the company continues to grow.

The General Manager will have a commitment to and understanding of working with First Nations people and communities.

## ABOUT ILBIJERRI THEATRE COMPANY

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.

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**

**1. OFFICE ADMINISTRATION**

- Proactively develop, implement and update clear policies and procedures around all activities, ensuring cultural safety and First Nations protocol are at the heart of company operations.
- Create and maintain a policy and procedure manual for the organisation.
- Manage administrative staff to ensure the office runs smoothly.
- Manage and maintain office IT, phone system and server, including managing contractors and backup.
- Manage upkeep and maintenance of CRM and all databases and registers.
- Manage stationery and other office supplies.
- Contribute to a culture of safe working, collaboration and inspiration, where best practice and a healthy, positive and safe workplace is maintained.

**2. PEOPLE MANAGEMENT**

In collaboration with the Executive Director and Artistic Director:

- Oversee the day-to-day management of all non-executive staff, performers, technical contractors, and volunteers.
- Manage all day-to-day human resource functions of all non-executive staff including training, professional development, leave, time-in-lieu arrangements and performance reviews.
- Deliver HR operations overseen by the Executive Director including payroll, staff development, workplace legal requirements, and relevant union matters.
- Negotiate and oversee all employee contracts as well as artistic and production contracts as required.
- Develop and manage an OH&S program for ILBIJERRI.
- Monitor and supervise OH&S standards and risk assessments for all of ILBIJERRI's activity in conjunction with producers and production managers, ensuring the organisation's compliance with all OH&S obligations.

**3. PROGRAM MANAGEMENT**

- Implement appropriate Project Management platform/solution across the organisation, adapt and manage company and staff workflow, and implement platform training and support.
- Periodically research and benchmark office and project management systems to ensure the company and its staff work optimally
- In consultation with Executive Director and producing team, direct workflow and monitor project plans outlining the artistic and production processes for the development of all new and repertoire touring works.

- Oversee the office duties of the Marketing and Administration Coordinator in the day-to-day management and delivery of ILBIJERRI's artistic and touring programs through management of the project delivery team.
- Carry out other technical, production or tour program management duties as agreed with the Executive Director and Artistic Director.
- Contribute to funding application and acquittals as necessary.

#### **4. FINANCIAL / BUSINESS MANAGEMENT**

- In collaboration with the Executive Director, Artistic Director and Finance Manager, build and manage the company budget and project budgets, and monitor project income and expenditure with relevant project producers.
- In collaboration with the Finance Manager, Development Manager and Executive Director:
  - Monitor and report against annual budget on a monthly basis for executive team and board.
  - Monitor all financial aspects of the organisation's legal and contracted obligations.
  - Provide budgets for grant applications and acquittals, as required and ensure all funding obligations are met.
- In conjunction with the Finance Manager, ensure all expenses and income are paid, coded and acquitted appropriately.
- Ensure rigorous financial checks and balances are in place.

#### **5. FUNDING MANAGEMENT**

In conjunction with the Executive Director and Development Manager:

- Support and assist in securing operational and project funding to deliver company activities
- Maintain good relationships with all government and core funding bodies.
- Support and assist in maintaining and securing government funding including all reporting requirements, projections and acquittals.
- Oversee all acquittals including government, corporate and philanthropic funding.

#### **6. LEGAL AND COMPLIANCE**

- Develop, oversee and/or negotiate all contracts with external parties, seeking appropriate legal advice as required. This includes rental of properties, contracts with funders, sponsors and other partners, property and assets, hirers and service providers.
- In conjunction with the Executive Director, ensure corporate and legal governance and compliance (insurance, ATO, ASIC, CAV, ROCO etc) is maintained at all times.
- In conjunction with the Executive Director and Artistic Director, support the company to discharge its legal responsibilities properly as directed.
- Ensure that all Corporate Affairs documents are filed to schedule and that all obligations are upheld.

#### **7. GOVERNANCE**

- Serve the board as Company Secretary, upholding high governance standards and advising board members as required

- Prepare agendas and all supporting documentation and reports as required for board and subcommittee meetings, and minute meetings diligently.
- Organise the Annual General Meeting and all associated paperwork.
- Provide appropriate administrative support to the board and its subcommittees as required.

## KEY SELECTION CRITERIA

### Essential

1. Understanding of working with Aboriginal and Torres Strait Islander cultures and communities.
2. Excellent program delivery skills with strong project and workflow management experience.
3. High level of skill in office administration including policies and procedures, IT systems, office supplies, data management.
4. Proven ability to manage HR operations and day-to-day human resource functions.
5. Experience in supporting effective business management including financial reporting, monitoring and compliance, and basic bookkeeping.
6. Knowledge of corporate and legal governance including contract management, OH&S compliance and corporate affairs compliance.
7. Proven ability to support the management of funding relationships including preparation of funding applications and acquittals, and the maintenance of positive relationships with funders.
8. Excellent written and oral communication skills and documentation skills.
9. Experience in providing administrative support to a Board of Directors or similar governance committee including the preparation of agendas, minutes and other documents, organisation of meetings, and governance compliance.

### Desirable

1. Previous experience working within the arts and cultural sector, particularly with Aboriginal and Torres Strait Islander cultures and communities, will be highly regarded.
2. 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 Sarah Greentree, Acting Executive Director:
  - via email: sarahg@ilbijerri.com.au
  - via phone: 0402 405 746
2. To apply, please provide:
  - a. a one-page cover letter outlining your relevant skills and experience for the role
  - b. a statement of no more than two pages addressing each of the key selection criteria above
  - c. 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.

3. Applications by email only should be sent to [jobs@ilbijerri.com.au](mailto:jobs@ilbijerri.com.au) by midnight on Monday 29 November 2021.
4. After the close of applications, shortlisting will take place within 10 days, and no late applications will be accepted.
5. 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.
6. Interviews will take place between Monday 6 December and Friday 10 December 2021, at the ILBIJERRI office in Melbourne or via Zoom as appropriate. If you already know that you are unavailable during this time, please advise us in your covering letter.

**For more information, please contact:**

Sarah Greentree, Acting Executive Director  
0402 405 746  
[sarahg@ilbijerri.com.au](mailto:sarahg@ilbijerri.com.au)