



**pvi collective business manager**

**position title:** business manager

**hours:** part time 0.5 | 20 hours a week @ \$34 an hour.

**salary:** \$35,360.00 [plus super and workers comp]  
pro rata rate \$53,042.00

**annual leave:** pro rata 4 weeks

**period of notice:** 2 months

**contract:** two-year renewable contract subject to performance, including a 6 month probation period

**office hours:** normal office hours are 9am - 5pm, monday - friday.

**location:** pvi collective. 24 brisbane street, perth 6000

**reports to:** executive producer and to the board as required.

**key relationships:** **internal:** pvi collective creative team, exec producer, pvi board  
**external:** key funding agencies, presenting and producing partners, resident artists, service providers and other key stakeholders





## about pvi collective:

pvi make participatory artworks that aim to creatively disrupt everyday life in public spaces. artworks aim to affect audiences on a personal and political level and are geared towards instigating tiny revolutions.

we seek out alternative solutions for an unstable future, aiming to not just make things, but to make things happen, using appropriated games, emerging and familiar technology and diy tools.

our works invite audiences to become active participants, exploring often difficult subjects like privacy, terrorism, consumerism and disaster capitalism within immersive, intimate encounters in crowded streets. we see the city as our playground and over the years it has become an increasingly contested space that requires some deviation from the norm. because we believe, without deviation, new possibilities will not emerge.

we think about our audiences not as art consumers or ticket buying public, but as creative comrades. we are in this together and play is our weapon of choice.

## our vision:

in 5 years time we plan to be a structurally agile, financially robust organisation creating agitational, participatory art for an engaged, global audience. we will have impact locally, nationally and internationally and connect with creative comrades throughout the world. as a world class, pioneering australian company, our artwork makes activists of our audience, invites genuine engagement and transforms perceptions of space, cities and environment.

we believe that we can change the world with revolutionary play and participatory, socially engaged artworks. in the future, we see the reality of new technologies undermining old forms of cultural, political and economic power and a seismic shift of belief in the value of creativity and connection to tackle major systemic problems. we see a new politics of collaboration, based on the collision of skillsets from across industries and sectors. we see an increase in online collaborations with audiences across regions and countries. we see bold acts of civic improvement through civic disobedience, with citizens directly affecting the change they want to see. we see ourselves right there on the front line with them.





### position description:

the business manager ensures that the business operations of pvi collective support the organisation's artistic vision by maximising income generation and managing the company's finances on a micro and macro level. they are responsible for the business, financial, human and physical resource, and contract management of the organisation, and for contributing to the strategic development of the organisation's operations and business areas.

### position summary

the business manager is responsible for:

- maintaining key financial and administrative operations of the organisation, including financial management; hr management; building, office/it management and financial management associated with pvi's, events and expanded programs
- working with the executive producer to realise pvi's strategic objectives including the development of earned income;
- managing the financial reporting to key funders and stakeholders including dca and ozco
- managing staff associated with finance, administration, artistic program, residency program and events.
- ensuring the executive producer and pvi board are fully informed of pvi's financial position and program of activities

### key responsibilities:

- managing pvi's book keeping and finances and reporting to pvi's executive producer and board treasurer
- develop, manage and monitor pvi's annual operating budget in collaboration with the executive producer
- manage auspicing funds on behalf of independent artists projects that pvi are supporting
- ensure sound budget management for optimum delivery of financial targets
- supervise the preparation and delivery of all financial information for the board, including financial reports and forecasts
- supervise pvi's banking activities, including payroll and creditor payments
- manage the generation and submission of budgets and financial reports for funding applications, acquittals and reporting requirements, including auspiced grants
- ensure the organization follows best practice financial systems and processes
- implement and update financial policies and procedures to ensure the organization remains compliant with company law and auditor's requirements



- support the executive producer and the board in the development and implementation of pvi's four year strategic plan
- identify issues and address key strategic and operational issues affecting or likely to affect the company's performance
- establish and maintain a donor program for pvi's website.

### human resources

- ensure the organization cultivates a positive and supportive workplace for all staff, resident artists and visiting artists
- develop, monitor and implement best practice human resource systems and policies, including recruitment, contracting, staff induction, time in lieu, annual leave, professional development, goal setting, appraisal and exit interviews

### operations and legal

- oversee all contracts for staff, artists, partnerships, venue and equipment hire/rental, sponsorship and other services and resources
- ensure the organisation complies with statutory obligations, including (but not limited to) tax, superannuation, insurance, occupational health & safety
- ensure the organisation complies with australian securities and investments commission (ASIC) requirements
- maintain and safeguard all relevant records, documents and systems in an effective and proper manner

### key selection criteria

#### **essential:**

- proven experience as a business manager or equivalent, preferably in an arts or related organisation
- proven financial management skills, including the ability to develop and manage complex budgets, payroll and audit preparation
- proven knowledge and experience of human resource management
- proven experience in contract development and management
- proven experience and ability to master specialist business and information management software applications with high-level proficiency
- an entrepreneurial approach to growing organisational income from earned sources
- outstanding written, verbal and interpersonal communication skills
- outstanding planning and organisational skills
- the ability to think strategically and devise practical solutions to complex issues



**desirable:**

- an affinity with the arts, and in particular contemporary art practices
- experience in facilities oversight, management and development
- sense of humour

**applications:**

applications addressing the selection criteria (maximum 2 pages) should be accompanied by a covering letter, curriculum vitae and the names and contact details of three referees and emailed to: [kate@pvicollective.com](mailto:kate@pvicollective.com)

applications close: **5pm wst, 28<sup>th</sup> May, 2017.**

