

Position description

Position title:	Business Manager
Hours:	part time 0.6 45 hours per fortnight
Employment Type:	fixed term part time (12 months)
Salary Range:	\$42,000- \$48,000 (pro rata of full time equivalent \$70,000-\$80,000) based on experience
Reports to:	pvi Executive Producer
Key relationships:	<u>Internal</u> : pvi chairperson and board of directors, executive team, all pvi staff <u>External</u> : funding agencies, presenting and producing partners, donor & sponsors, rental property manager, co-lab artists and artists in residence, service providers & clients and key stakeholders
Location:	pvi collective studio, Studio 1, Perth Institute of Contemporary Arts

Position summary

The Business Manager ensures that the business operations of pvi collective support the organisation's artistic vision by 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 goals

- To maintain and monitor key financial and administrative operations of the organisation, including financial management; HR management; office/IT management and financial management associated with pvi's services and annual program of activities.
- Support the Executive Producer and the board in the development and implementation of pvi's strategic plan
- Ensuring the Executive Producer and pvi board are fully informed of pvi's financial position and capacity to deliver program of activities and provide advice as to how such resources can be sustainably managed.
- Contribute to the realisation of pvi's strategic objectives including identifying potential sources of new revenue in accordance with company's core values and strategic priorities.
- Guide the organisation towards following best practice financial systems and processes



- Proactively contribute towards the cultivation of a safe, positive and supportive workplace for all staff, resident artists and visiting artists
- In consultation with the Executive Producer, ensure the company meets its contractual obligations in relation to funding and sponsorship commitments.

Required skills, knowledge, and competencies

- Experience in the management of a not-for-profit arts business and/or government funded organisation or agency
- High level financial management skills, including the ability to develop and manage complex budgets, payroll, reporting and preparation for audit.
- High level competency in contract development and management
- Ability to think strategically and devise practical solutions to complex issues.
- Experience managing human resources, performance management and goal setting.
- Competency in use of accounting software, Microsoft office suite, online banking, and reporting.
- Excellent record keeping and record management skills.
- Professional written verbal and interpersonal communication skills.
- Good planning and organisational skills

Desirable skills, knowledge and competencies

- Experience developing policy and procedural documents for the workplace.
- Experience working with artists
- Affinity with the arts
- Experience in fundraising and sponsorship management

This position will suit some who

- Can work independently
- Knows their way around a spreadsheet
- Plans ahead and adapts well to change
- Has a sense of humour

Key tasks specific to this role	Frequency W-weekly f-fortnightly m-monthly P-periodically (2-4m) O-occasionally (4-6m) A-annually r-rarely On-on-going	
Business manager		
Planning and monitoring and reporting		25 % of time
	In conjunction with the Executive Producer plan the company's capacity to realise pvi strategic objectives and track progress towards agreed KPI targets	P
	Identify issues and address key strategic and operational issues affecting or likely to affect the company's performance towards achieving strategic objectives	On
	Develop budgets and identify required resources (including but not limited to assets, staffing and accommodation), for successful delivery of the program of activities in consultation with the executive team and continue to monitor capacity to delivery approved annual program of activities	P
	Schedule and monitor all acquittal reporting, collate and collect quantitative and financial data and work in consultation with the Executive Producer to prepare qualitative reporting as required.	O
	Coordinate the preparation of the annual report	A
Managing resources		35 % of time
	Develop, manage and monitor pvi's annual operating budget in consultation with the executive producer.	On
	Manage pvi's book keeping, including single touch payroll, BAS/ IAS, superannuation general banking, accounts payable and receivable and preparation for audit	On
	Prepare and oversee all contracts for staff, artists, partnerships, venue and equipment hire/rental, sponsorship and other services and resources	P
	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	On
	Manage and maintain company plant and equipment including asset schedule and arrange maintenance as required.	On
	Ensure the company's existing insurance policies are maintained and updated as required.	P



Board, governance, business compliance 25% of time		
	Ensure the organisation complies with statutory obligations, including (but not limited to), tax, superannuation, insurance, occupational health & safety	P
	Support the company secretary and executive team by advising on a schedule for decision making by preparing agendas in consultation with executive team, chair and board secretary.	P
	Attend subcommittee and board meetings as directed.	P
	Preparation and delivery of all financial information for the executive team and board, including financial reports and forecasts	P
	Support the role of company secretary to ensure pvi's governance records are maintained and compliant with ASIC and ACNC requirements.	
	Implement and update organisational policies and procedures to ensure the organization remains compliant with company law, charity reporting and auditor's requirements	O
	Prepare operational briefing documents and reports for board, subcommittee and executive team as required.	O
Administration and information management 5% of time		
	Maintain and safeguard all relevant business records, documents and systems in an effective and proper manner	On
	Monitor general company correspondence and email communications and redirect as appropriate	On
Sponsorship and fundraising 10% of time		
	Monitor the delivery of contractual obligations in relation to sponsorship and funding commitments, including but not limited to reporting, information sharing, acknowledgements and provision for invitations to events as required.	On