



Position title: **Business Manager**

Hours: part time 0.5 | 37.5 hours per fortnight

Employment Type: fixed term part time (12 months), with the possibility of an extension by

negotiation and subject to funding

\$40,000 - 42,490 Salary Range:

(pro rata of full time equivalent \$80,000 - 84,981)

Based on experience

pvi's Executive Producer Reports to:

Key relationships: internal: 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, Perth

Remote working arrangements from alternative locations in Australia may be

explored for the right candidate

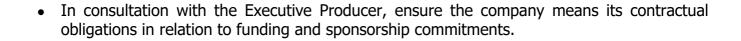
Position summary

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, and contract management of the organisation.

Position goals

- To maintain and monitor key financial and administrative operations of the organisation, including financial management.
- 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.
- Proactively contribute towards the cultivation of a safe, positive and supportive workplace for all staff, resident artists and visiting artists.





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
- Competency in contract development and management
- Ability to think strategically and devise practical solutions to complex issues
- 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

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

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P-periodically (2-4m)

W-weekly f-fortnightly m-monthly

Frequency

	P -periodica	, , ,
Business manager	O -occasiona	
		lly r -rarely
		1 -on-going
Planning and monitoring and reporting	25 % (of time
Develop budgets and identify required resources (including	a hut not limited to assets	Р
staffing and accommodation), for successful delivery of t		'
consultation with the executive team and continue to me		
approved annual program of activities	,	
Schedule and monitor all acquittal reporting, collate an		0
financial data and work in consultation with the Execu	utive Producer to prepare	
qualitative reporting as required. Coordinate the preparation of the annual report		Α
Coordinate the preparation of the annual report		А
Managing recovered	% of time	
Managing resources 40	% or time	
Develop, manage and monitor pvi's annual operating be	udget in consultation with	On
the executive producer.		OII
Manage pvi's book keeping, including single touch payroll, general banking, accounts payable and receivable and pi		On
oversee all contracts for staff, artists, partnerships,	'	Р
hire/rental, sponsorship and other services and resources		•
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Develop, monitor and implement best practice huma		On
policies, including recruitment, contracting, staff induc		
leave, professional development, goal setting, appraisal a	and exit interviews	
Manage and maintain company plant and equipment incl	luding asset schedule and	On
arrange maintenance as required.	duling asset scriedule and	OII
· ·		
Ensure the company's existing insurance policies are mai	intained and updated as	Р
required.		
Board, governance, business compliance 30% of t	ime	
, , , , , , , , , , , , , , , , , , , ,		
Ensure the organisation complies with statutory obliga		Р
limited to), tax, superannuation, insurance, occupational	health & safety	
Support the company secretary and executive team by a	dvising on a schedule for	Р
decision making by preparing agendas in consultation wi		
and board secretary.		



pvi collective

performance | video | intervention

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Attend subcommittee and board meetings as directed.	Р
Preparation and delivery of all financial information for the executive team and board, including financial reports and forecasts	Р
Support the role of company secretary to ensure pvi's governance records are maintained and compliant with ASIC and ACNC requirements.	Р
Implement and update organisational policies and procedures to ensure the organization remains compliant with company law, charity reporting and auditor's requirements	0
Prepare operational briefing documents and reports for board, subcommittee and executive team as required.	0
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

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