

Position Description

Position title:	General Manager
Hours:	Part time 0.8 60 hours per fortnight
Reports to:	pvi collective board
Direct reports:	Finance officer, marketing manager, company artist, project leads/ production staff
Key relationships:	<p><u>Internal:</u> pvi chairperson and board of directors, executive team, all pvi staff, pvi members</p> <p><u>External:</u> presentation partners & collaborators, funding bodies, contractors, donors, sponsors, peer industry representatives, media representatives.</p>
Location:	pvi collective office, Studio 1, PICA, 51 James Street, Perth
Special requirements:	This position may involve national and international travel and requires the flexibility to work evenings or weekends from time to time.

Position Summary

The General Manager manages the overall business and strategic programs of pvi collective, including but not limited to public program, creative development, residencies, advocacy, outreach and mentorship programs. They are responsible for the business, financial, and contract management of the company.

The role forms part of an Executive Team with the Co- Chief Executive Artists.

Responsibilities:

The General Manager is responsible for:

- developing and implementing the company's strategic plan and annual program of activities.
- identifying, fostering and negotiating existing and new partnerships for funding and presentation .

- meeting companies targets and KPI's.
- ensuring that the pvi board are fully informed of key strategic or operational issues affecting or likely to affect the company's performance.
- ensuring the pvi board are fully informed of the company's financial position and capacity to deliver the program of activities..

Position goals

- ⇒ Achieve sustainable and high quality delivery of annual program of activities utilising available resources of the company.
- ⇒ Maintain and build strong industry relationships locally, nationally and internationally.
- ⇒ Proactively contribute towards the cultivation of a safe, positive and supportive workplace for all staff and visiting artists.
- ⇒ Ensure that the company meets its contractual obligations in relation to funding and sponsorship commitments.

Required skills, knowledge, and competencies

- Previous experience or tertiary qualification in arts management.
- Experience of writing grant applications and acquittals and in overseeing sponsors and funding partner requirements.
- Experience working with and supervising creative and production teams.
- Sound financial and business literacy including the ability to develop and manage budgets and reporting.
- Competency in contract development and management
- Ability to think strategically and devise practical solutions to complex issues
- Exceptional written, verbal and interpersonal communication skills.

desirable skills, knowledge and competencies

- Knowledge of the local, state and national infrastructure that supports the development and presentation of arts practice.
- Strong existing networks in the creative or entertainment industry.
- General working competencies in computer-based word processing, information management.
- Knowledge of contemporary arts nationally and internationally.
- High level skills in public speaking and networking capabilities
- Experience in developing policy and procedural documents for the workplace

this position will suit some who

- is a confident and compassionate leader
- can multitask, prioritise and plan ahead
- delegates when they need to

- acts with fairness
- collaborates well and can also work independently

duty statement

General Manager	frequency w-weekly f-fortnightly m-monthly p-periodically (2-4m) o-occasionally (4-6m) a-annually r-rarely on-on-going	
planning and monitoring time		20% of
In conjunction with members of executive team develop the organisation's strategic plan including vision, mission, budget and goals.		r
In collaboration with members of executive team develop an artistic program in accordance with goals and objectives the organisation's approved strategic plan and annual program.		p
In consultation with members of executive team monitor and evaluate the artistic program, creative development and outreach programs of the organisation ensuring that associated KPI's are achieved.		p
With the support of the finance officer, develop budgets and identify required resources (including but not limited to assets, staffing and accommodation) for successful delivery of program of activities.		f
Schedule and monitor all acquittal reporting		p
Managing resources time		20 % of
Oversee pvi's bookkeeping in consultation with Finance Office		o
Oversee all contracts for staff, artists, partnerships, venue and equipment hire, sponsorship and other services and resources.		on
In consultation with the board and consultants when necessary, develop 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.		o

partnerships time	15 % of
Seek out and sustain partnerships, commissioning and presentation opportunities that deliver on pvi's performance outcomes as guided by the strategic plan.	on
Present and pitch pvi collective works to industry peers and representatives.	o
Contribute to creative works time	15% of
Provide feedback and critical insights into the content and form of new work as it is developed.	on
In association with members of the Executive Team, create, authorise or delegate content created for the marketing and promotions of pvi and its activities.	on
Develop project teams across operational areas	p
Liaise with presenters and festivals towards the successful delivery of commissions and/or tours.	p
representation & leadership	10 % of time
Independently and/or alongside other members of the collective represent pvi collective amongst peer industry groups and major stakeholders.	p
Independently and/or alongside other members of the collective act as host at pvi events, talks, and networking activities as required	p
general administration and reporting time	20% of
Prepare and participate in internal and external meetings	w
Contribute to general recordkeeping, content sharing and filing as relating to this role	on
Prepare qualitative content for the purpose of documentation and reporting to funding bodies for acquittal purposes	p
Prepare reports and information for the board as required.	p

extent of authority

(the following are current at 1/1/20 and are subject to changes in the schedule of delegations)

the person in this role can act solely to:

- represent and advocate for the interests of the company at industry and public events and act as spokesperson in accordance with the mission and values of the company.
- promote the mission, vision, program and accomplishments of the company, provided the activity is undertaken within the scope of functions and duties of the role.

- publish material or represent the views of the company or its program without prior written approval of content or mode of distribution, provided the activity is undertaken within the scope of responsibilities and duties of this role.
- represent the company at company functions, in meetings and in day to day correspondence, including social media, provided the activity is undertaken within the scope of responsibilities and duties of this role.
- make enquiries with government departments and agencies on behalf of the company.
- report to government departments and agencies on behalf of the company, provided the content of the report is undertaken within the scope of responsibilities and duties of this role.
- negotiate terms of supply with all customers including but not limited to sponsors, programmers and presenters up to the value of \$90,000.
- sign negotiated funding agreements.
- accept or decline gifts to the company up to the value of \$5,000
- offer free or discounted services when a fee would usually apply – outside of a negotiated supply agreement (value not more than \$2,000)
- may requisition purchases under \$10,000 in accordance with approved budgets. (note. Any purchases greater than \$10,000 or outside of approved budgeted must be referred to the board for approval.)
- authorize payment of pvi collective GST and PAYG tax liabilities (no limit)
- approve project budgets provided the net impact to the approved annual budget is less than \$10,000
- employ, performance manage, dismiss, suspend or grant official warning to a casual or fixed term staff member within approved budget.
- approve staff leave or another staff member.
- approve or decline another staff member's engagement in external employment and business activities.
- invest, lend money or make a prepayment less than \$5,000 in value
- act as a co-signatory on pvi bank accounts

As a member of the executive team, the person in this role will act with members of the executive team to authorize through consensus;

- to make a donation less than \$5,000.
- amendments to the annual program of activities provided the changes to do impact on the annual budget or direction of the strategic plan.
- assess and manage low risk activities and develop project risk management plans.
- approval of additional hours (within approved budget), overtime, tie in lieu accrued and taken, and approve changes to normal working hours-of other members of the Executive team.
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The person in this role must seek board decision to:

- dismiss, performance manage, suspend or grant official warning to a staff on a permanent contract.
- approve the annual program of activities
- approve the annual operating budgets
- approve company policy or codes
- appoint a bank signatory
- appoint or remove an auditor

- approve Business or Strategic Plans
- approve Organisational Risk Management Plan
- make significant changes to pvi collective long standing insurance policies without a board directive
- invest lend money or make a prepayment of \$5000 or greater.
- make a donation or provide sponsorship to a value greater than \$5000
- offer free or discounted services when a fee would usually apply to a value greater than \$2000
- change to board constitution
- appoint board directors or subcommittee representatives.
- appoint company patrons
- determine the conditions of organizational membership and accept or expel members
- seek approval to negotiate the terms of supply with all customers including but not limited to funding bodies, sponsors, programmers and presenters to a value greater than \$90,000.