



## EXECUTIVE DIRECTOR

### ROLE DESCRIPTION

#### **Management**

- Work collaboratively with the Artistic Director and Board to achieve the artistic vision, drive the strategic planning process and implement the organisation's strategic plan;
- Contribute to ongoing strategy discussions about the structure of the organisation;
- Manage the organisation's relationships with key funders (government, corporate, philanthropic trusts & foundations and individuals) and statutory bodies (e.g. ATO, ASIC, ACNC, Children's Guardian), including the successful completion and acquittal of funding applications, the preparation of business plans and annual report;
- Manage the day to day business of the organisation so that it functions effectively and efficiently and work closely with the company's strong operations team to achieve results;
- Manage and implement all regulatory, legal, duty of care and WH&S requirements for the organisation, including liaising with legal advisers, insurance brokers and auditors;
- Oversee the issuing of all contracts for staff and guest artists; and
- Oversee the negotiation of fees and contracts with corporate sponsors and for other facilities and physical services and resources.

#### **Governance**

- Provide support to the Board of Directors and its Sub-Committees including the scheduling of meetings; preparation of agendas and minutes and all supporting documentation and reports;
- Management of all risk, governance and compliance requirements, and
- Act as Company Secretary to the Board of Directors and for regulatory purposes with ASIC/ACNC.

#### **Finance**

- Ensure the smooth financial management of the organisation; and
- Prepare and manage the annual company budget and cashflow in consultation with the Board of Directors and Finance & Audit Committee.

#### **HR**

- In conjunction with the Artistic Director and relevant senior staff, effectively manage the recruitment and selection, induction, performance management, reward and recognition and talent development of all Gondwana Choirs staff to ensure that the organisation has the best people and structure to enable it to achieve its strategic vision;
- In conjunction with the Artistic Director and senior staff, effectively manage a team to ensure the smooth running of the organisation;
- Ensure the organisation has the appropriate HR policies and procedures; and
- Oversee the third party IT support arrangement.

## **Development**

- Work with the Board of Directors, Development staff and relevant volunteers to seek and develop new relationships with potential sponsors and donors and successfully maintain and grow existing relationships with sponsors and donors to meet Development income targets; and
- Oversee all fundraising activities and events.

## **Marketing & Communications**

- Raise awareness of Gondwana Choirs and the broader outcomes of choral singing amongst the broader community, arts and education sectors, and key decision makers by developing and implementing marketing and communication strategies and plans;
- Oversee and implement the organisation's public affairs strategy;
- Manage the organisation's relationship with PR agencies and the media;
- Oversee VIP invitations to Gondwana Choirs performances and manage front-of-house at concerts;
- Oversee the continued development of an effective digital strategy, particularly in light of recent COVID-19 restrictions and changes; and
- Oversee the re-development and ongoing suitability of the company's website.

## **Other**

- Deal with COVID-19 related issues and other significant national and international events which might impact on the company now or in the future;
- Overall responsibility for the administrative aspects of the company's business; and
- Other duties as required.

## **Notes**

- This role may involve some national and international travel and irregular work hours;
- Applicants may need to acquire a nationally accredited First Aid certificate;
- This job involves working with children. As per the NSW Commission for Youth and Young People's employment screening process, Prohibited Persons are not permitted to apply;
- A Working with Children check will be carried out for all preferred applicants' and
- It would be an advantage for applicants to hold a current drivers' licence.