



EXECUTIVE DIRECTOR

INFORMATION FOR CANDIDATES

Gondwana Choirs is a Sydney-based, national choral organisation with a global profile, acknowledged as a world-leading youth choral organisation. The company is seeking an Executive Director with the experience, skills and personality to support the organisation in reaching its highest potential and maximise the opportunities presented by a new performance landscape.

Gondwana Choirs has enjoyed a period of artistic success and relative financial stability for the past six years. COVID-19 has limited our ability to deliver high quality choral activities such as face-to-face rehearsals, interstate and international tours, recordings and concerts. However we look forward to a return to more normal activities in the future.

We are seeking an experienced leader to join Artistic Director and Founder Lyn Williams AM on the next stage of the company's journey. The successful applicant will have an in-depth understanding of Australia's arts sector (and preferably knowledge of the choral world in which we operate). They will have experience in working with artists and leading an enthusiastic team. Their communication, fundraising and financial skills will be sound, and they will have demonstrated ability to generate income as well as operational acumen. They will have a confident demeanour, be willing to speak out and question existing processes, be a champion for choral music and young people, value diversity and creativity, and be able to work collaboratively with the artistic leadership of the company.

HOW TO APPLY

Applicants are invited to respond to **all three sections** outlined below. These responses, along with your CV, cover letter and referees, will be taken into account when shortlisting. Shortlisted applicants will be invited to participate in an interview, either in person or via zoom (depending on circumstances at the time). Your application will be disadvantaged if you do not respond to all parts of the process.

Section A: GENERAL

Please provide a cover letter that outlines your background, skills and the reasons for your interest in the role. Also provide your current CV and a list of referees (referees will not be contacted without your prior agreement). Please ensure your citizenship status or relevant visa details are included in this section. Do not submit more than **four A4 pages** in this part of the application.

Section B: EXPRESSIONS OF INTEREST

Candidates are invited to demonstrate their creative leadership and knowledge of Gondwana Choirs by answering the following questions:

How could your background and experience best enhance Gondwana Choirs to reach its highest potential? What do you envisage that potential might look like? How might an Executive Director work with the Artistic Director and the Gondwana team to achieve this goal?

Do not submit more than **one A4 page** in this section.

Section C: SELECTION CRITERIA

Please respond to each of the selection criteria. Do not submit more than **two A4 pages** in this section.

Required

1. **Leadership** - Demonstrated leadership qualities, evidenced by experience in an Executive Director or similar role, preferably in the arts sector.
2. **Relationship management** - Demonstrated ability to foster high level partnerships and relationships with an artistic team, government, funding bodies, donors and other stakeholders, including success in writing, managing and acquitting grant applications. Experience in working closely with an Artistic Director would be an advantage.
3. **Operational** - Excellent administrative, planning and communication skills and high level financial or budgeting experience.
4. **Program delivery** - Experience in successfully delivering programs and services that respond to a company's strategic, artistic and/or financial goals. Experience in delivering artistic programs, whether live or via digital technology, would be an advantage.
5. **Entrepreneurial** - An entrepreneurial spirit with the capability to identify and capitalize on new opportunities to generate revenue, including business development and fundraising skills.

Desired

1. **Insight** – A demonstrated interest in choral singing and/or working with young people.
2. **Networks** – Well established professional and personal networks in the arts sector.
3. **Change management** - Experience in change management and successful implementation of new strategy or leadership of company growth.
4. **Governance** - Experience as a company secretary or undertaking secretariat function for a board of directors.

CHECKLIST

Please submit the following documents by 5pm AEDT on Monday 8 March:

- Cover letter, current CV and a list of referees (referees will not be contacted without prior agreement)
- Response to EOI
- Response to Selection Criteria

Your total application package should not exceed **seven A4 pages**.

Please email applications in confidence to Kate Lidbetter, Chair, at lidbetterk@symphonyinternational.net or for further information, call 0429 334 701.

Shortlisted candidates will be contacted to attend an interview, either in person or via Zoom. Non-shortlisted candidates will not be contacted.