**General Manager Job Description**

Reports to: Co-CEOs - Executive and Artistic Directors

Location: 28 St Martins Lane, South Yarra VIC 3141

Position Type: part-time (0.6FTE), 1 year contract

Salary range: $70,000 pro rata

This newly created role will work closely with the Artistic and Executive Directors within the leadership team to help with high level administrative tasks including financial and grant writing and reporting as well as the management of human resources as overseen by the Co-CEOs.

While the position is currently part-time, this is a key role within our team and as such you will be experienced in grant writing, donor engagement and event management, and be able to work independently and efficiently.

**A bit about Us**

St Martins makes art because we believe when children are seen and heard, their unique

insights contribute fresh perspectives to adults and the artistic landscape. We believe children inhabit the earth, not just inherit it. And so, we make work with and by

children for adults.

Our organisation is 40 years strong and is multi-faceted, with a number of interwoven programs including:

* Making work with and by children for adult audiences
* Creating a dynamic workshop program for children and teenagers to explore their creativity and learn how to be makers of theatre and art.
* An outreach program to Horace Petty Housing Estate, St Albans Primary and Dandenong Primary that is free for the participation of disadvantaged young people
* The hiring and use of our three venue areas including the rehearsal room, the theatre and the Millswyn hall

Across the entire organisation we are driven by values of:

* Children’s Agency - Children are equal owners of the creative process and are recognised as artists in their own right.
* Inversion of Hierarchies - Our work examines and challenges privilege and power structures and turns them on their head.
* Enquiry - Our work questions social assumptions and exposes hypocrisies, taboos and inequalities.
* Quality - Our work is of the highest professionalism, on par with the best arts companies in the world.

We are inclusive, civically minded, socially engaged, and strive to embody these tenets through who we are and what we do.

**Your duties include:**

**Strategy and Planning**

* Working with the Executive and Artistic Directors to help implement organisational vision and long-term strategic objectives.
* In close collaboration with the Executive Director, monitor and evaluate activities of organisation in respect of its strategies and objectives.
* In collaboration with the Executive Team and the Board Marketing and Fundraising Committee, assist in developing and delivering St Martins’ Fundraising Plan including project grants for productions and our outreach program.
* Attend Marketing and Fundraising committee meetings and report to the board on organisational KPIs for Marketing and Fundraising
* Report regularly on progress, outcomes and issues against agreed KPIs.
* In communication with the Co-CEOs create and maintain a “case for support” to describe the uniquely valuable work St Martins does and why various stakeholders should support us.
* Research and identify new opportunities and latest industry trends.
* Foster existing relationships with funding bodies; ensure projects are running in alignment with funding agreements

**Financial management**

* In collaboration with the Co-CEOs prepare and manage project budgets
* Monitor financial controls, strategic, operational and financial risks with the Executive Director
* Assist the Executive Director with financial reporting of philanthropic and grant KPIs to the board prior to Finance and Risk Committee meetings

**Fundraising and sponsorship**

* Preparation and presentation of submissions to current and potential sponsors and funders
* Cultivation of new donors
* Maintenance of relationships with donors, sponsors and funding bodies

**Administration**

* In conjunction with the Co-CEOs, complete relevant grant applications
* Acquit grants in a timely and accurate manner
* Maintain calendar of important dates for the organisation including all submission and acquittal dates for grants
* Maintain minutes of staff meetings and board meetings with action items
* Maintain communication with board on important dates and meetings
* Assist with producing responsibilities where necessary including, but not limited to, contracting artists or supervising a project producer contracting artists and ensuring productions are entered into relevant awards

**Other**

* Organise and attend fundraising events (usually tied to St Martins’ performance seasons)
* Ensure that all supporters are appropriately acknowledged in all relevant documentation in print and electronic formats and in public events
* In conjunction with Executive Director and Bookkeeper, ensure accurate financial reporting of all donations and reporting to ROCO.

**Selection Criteria:**

* A genuine interest in and capacity to establish relationships with project funding bodies and the wider industry
* Strong analytical and organisational skills
* Strong oral and written communication skills
* Strong planning, project management and project delivery skills
* A proven track record of working as part of a team to secure private support from individuals, trusts and foundations or from government
* The ability and willingness to work positively as part of a team

A current Working with Children check will be required.

To apply please send a cover letter addressing the selection criteria and your CV to kerry@stmartinsyouth.com.au

**Applications close 10am Friday 26 February**

**Interviews will be conducted on the 4th and 5th of March.** If you know that you are unavailable either of these days, please let us know in your cover letter.