



## POSITION DESCRIPTION

<b>Position:</b>	<b>General Manager</b>
<b>Reporting to:</b>	<b>Mudlark Board</b>
<b>Direct reports:</b>	<b>Finance Manager</b>
<b>Internal Liaison:</b>	<b>Finance Manager, Artistic Director, Artistic Associates, project-based artists and staff.</b>
<b>Contract details:</b>	<b>Fixed term, part time contract: 15 hours per week – April-December 2022, with the option to extend the contract subject to funding. Hours can be worked flexibly.</b>
<b>Remuneration:</b>	<b>\$75,000 (pro rata), plus superannuation.</b>
<b>Work arrangements:</b>	<b>Work will be performed from the Mudlark office at 197 Wellington Street, and at other locations throughout Tasmania as required to deliver Mudlark's annual program. The Artistic Director may also work from home on occasion.</b>

### ACKNOWLEDGEMENT

Mudlark Theatre Inc acknowledges and pays respect to the Tasmanian Aboriginal community as the traditional and original owners and continuing custodians of this land on which we work.

### PURPOSE

The General Manager is the company's business manager, providing operational leadership. Working within Mudlark's strategic objectives, the General Manager is responsible for overseeing the day-to-day running of the company, partnership and funding development, delivery of marketing strategy and financial management.

## KEY RESPONSIBILITIES AND DUTIES

### Funding and Sponsorship

- In partnership with the Artistic Director, proactively identify funding opportunities and prepare funding applications, including project-based, annual and multi year funding submissions.
- Ensure timely reporting and acquittal of all grants and funding.
- Foster relationships with funding bodies, sponsors, donors and philanthropic organisations.
- Ensure regular and informative communication with all funding bodies relevant funding, particularly when significant changes are made to the annual program, or to projects, seeking variations to grant deeds if required.
- Create and maintain a "case for support" for current and potential sponsors and funders to advocate for the valuable work of the company and why stakeholders should support us.

### Partnerships and Stakeholders

- Seek and secure cash and in-kind partnerships to support the work of the company.
- Oversee the implementation of all partnership benefits.
- Ensure Mudlark's important stakeholders are regularly communicated with and invited to attend public performances.

### Artistic Program

- Oversee the administrative requirements related to the delivery of Mudlark's artistic program.
- Oversee the Finance Manager to prepare and issue artist contracts using approved templates for all project-based artists.
- Manage ticketing and venue contracts for all Mudlark's public events.

### Marketing

- Deliver effective and cost efficient marketing initiatives to drive ticket sales to Mudlark's public events.
- Develop and deliver marketing initiatives that build Mudlark's brand and presence throughout Tasmania
- Manage all Mudlark's social media accounts including moderating all posts and comments, creative event pages for all Mudlark events and delivering an effective social media marketing strategy.
- Actively manage and build Mudlark's database (MailChimp), ensuring entries are up to date, opt-in data from every show is added and useful segmenting is built and maintained.
- Maintain Mudlark's website ensuring all information is up to date and all current projects are listed, and past projects are shown in the project archive.

- Conduct post-event surveys on all Mudlark events.
- Promote and represent the Artistic Director's vision and artistic program to government authorities, the arts community, media and professional organisations and other stakeholders.

### **Administration**

- Manage Mudlark's filing system using Google Drive, ensuring information is properly filed and accessible to the relevant people.
- Oversee the Finance Manager in managing the renewal of insurance policies for Public Liability, Workers Compensation and Volunteers Insurance.
- Attend and participate in company events and meetings, acting as an ambassador for the company.
- Maintain a sound awareness of industry awards and best practice.
- Assist with the coordination of productions, launches, presentations and events
- Participate in professional development and staff training

### **Governance**

- Prepare papers and monthly reports for monthly board meetings and the Annual General Meeting.
- Attend board meetings and be an active contributor to board discussions, strategic planning initiatives and governance matters.
- Oversee the implementation of the company's strategic plan, including tracking performance against the action plan and data collection for measuring outcomes.
- Review and update operational policies and procedures and ensure they are compliant with current regulations and legislation.
- Ensure the company's risks are well managed, monitoring risk assessment and WHS procedures and policies to ensure a safe and inclusive workplace.

### **Finance**

- Be responsible for the overall financial management of the company, operational and project budgets, cash flow, delegated expenditure, including maintaining a collaborative relationship with the board and Finance Manager.
- Oversee the Finance Manager, ensuring all company bookkeeping and finance requirements are accurate, timely and in accordance with Mudlark's strategic objectives and relevant legislation.
- In partnership with the Finance Manager and Artistic Director, develop the annual organisational budget for board approval.
- Oversee the organisation's operational budget ensuring all activities are performed within approved budgets and notifying the board immediately if it is suspected that project or operational expenses will exceed the budget, or budgeted income is not forthcoming.
- Present monthly financial reports to the Artistic Director and board, including profit and loss statements (with analysis of budgets, actual figures, variances and revised estimates), balance sheets and cash flow statements.

- Oversee the annual audit in collaboration with the Finance Manager, Treasurer and the appointed Auditor

#### **Other**

- Any other duties as required which fall within your range of skills.

## **SELECTION CRITERIA/DESIRED ATTRIBUTES**

#### **The ideal candidate for this position will have:**

- Outstanding communication skills, both oral and written
- Demonstrated experience in grant writing and securing funding in competitive grant rounds.
- Demonstrated experience with partnership development and fundraising.
- Demonstrated experience in developing and managing organisational budgets and delivering under tight budget conditions.
- A broad understanding of the Tasmanian theatre and arts sector
- Strong leadership, communication, and interpersonal skills, including adaptability, versatility, capacity to innovate, lead change, and manage people sensitively.
- Demonstrated ability to build strong community, business and industry networks.
- Demonstrated experience in managing and leading teams.
- Strong initiative with the ability to self-manage
- A current drivers license
- Sound computer skills particularly Word, Excel and Outlook; a working knowledge of MailChimp, Survey Monkey, Facebook and other social media platforms
- Knowledge of WHS in the workplace and commitment to a safe and efficient working environment.