

## General Manager—Ensemble Offspring

### Duty Statement

<b>Job title:</b>	General Manager
<b>Reports to:</b>	Artistic Director
<b>Location:</b>	Sydney
<b>Working conditions:</b>	Full-time
<b>Salary:</b>	\$70,000—\$80,000 per annum, plus 9.5% superannuation, commensurate with experience

**Applications close:** 13 April 2018

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Ensemble Offspring is looking for an exceptional individual to be our new General Manager and lead our innovative organisation, now a national leader in the new music field. This position is ideal for a keen arts administrator with experience in production, management, grant writing and fundraising. If you're someone who is looking to build strategic leadership experience and take the next steps in their arts career leading a small-medium organisation to its next phase of success, come and tell us how you can address the criteria below.

### About Ensemble Offspring

Ensemble Offspring is a Sydney based chamber music group with over 23 years experience in championing adventurous new music nationally and internationally. Led by acclaimed percussionist, Claire Edwardes, and featuring some of Australia's most innovative performers, the organisation is passionate about nurturing the work of emerging and living composers. The organisation has multi-year funding with both the Australia Council for the Arts and Create NSW, and is based at the Red Rattler Theatre, Marrickville.

### The Position

The position of General Manager is a key leadership role for Ensemble Offspring. We are looking for a positive and energetic new face for the company, who will uphold our culture of innovation, excellence and agility. Our previous General Manager was with us for four years and grew the company into a solid organisation with detailed and robust systems around governance and business. Taking on the General Manager role is a unique opportunity to join a vibrant and successful music organisation, while leading a small and dedicated team into an exciting next phase of Ensemble Offspring's trajectory.

Working collaboratively with the Artistic Director, Board, staff and musicians, we are seeking a General Manager with skills well suited to shaping the organisation for the future, and advocating for our vision. This includes expertise in operational, managerial and government and philanthropic funding aspects of a small arts organisation.

## Key Roles and Responsibilities

### Leadership and Advocacy

- Help create and maintain a company culture that inspires and supports everyone that comes into contact with Ensemble Offspring
- In collaboration with the Artistic Director, oversee the employment and management of core, artistic and support staff, to deliver Ensemble Offspring's artistic and organisational goals
- Build and maintain diverse, effective, and sustainable relationships and partnerships, including with funding bodies at the local, state, and national level; philanthropic organisations; business sponsors; donors; and collaborators
- Attend performances and other events as required (including out of ordinary work hours)
- Advocate for the organisation publicly and proactively contribute to sector advocacy in Australia by building and maintaining relationships and partnerships within the industry

### Strategy, Development and Governance

- In collaboration with the Artistic Director and the Board, lead our annual strategic planning process, developing and revising the organisation's strategic plan
- Deliver annual operating budgets for approval by the Board, and regular governance and transparency reports to the Board, attending Board meetings as required
- Oversee and manage Ensemble Offspring's operations (e.g. financial; workplace health and safety; child safety), people (e.g. payments and reporting; maintenance of staff records and leave entitlements), and governance (e.g. Board paper preparation together with the Chair)
- Oversee the Marketing Manager to develop and execute a Marketing Strategy
- In collaboration with the Artistic Director and Board, develop and execute a Development Strategy
- In collaboration with the Artistic Director and with support from the core team, prepare grant applications, budgets and acquittals to fulfil all reporting requirements for funding partners
- Ensure the organisation fulfils all financial and compliance obligations, including statutory obligations and risk management

### Administration

- In collaboration with the Artistic Director, negotiate bookings, fees and contracts with presenters, including venues and festivals, in accordance with approved budgets
- Oversee the preparation and administration of musician contracts and sign off on contractor payments for processing by bookkeepers
- In collaboration with the Artistic Director, drive the acquisition of concert, festival and touring opportunities locally and abroad

## **SELECTION CRITERIA**

1. Demonstrated experience in the arts - ideally in the operational and production aspects of presenting music programs, with a knowledge of the national performing arts scene.
2. Demonstrated experience in people leadership as well as dealing with external stakeholders in a multi-disciplinary environment.
3. High level planning and problem-solving skills, including the ability to prioritise workloads and meet competing deadlines, while working in a small team.
4. Excellent and effective verbal and written communication and negotiation skills, with a commitment to a culture of inclusivity and diversity.
5. Demonstrated experience in financial management, budget control, risk management, governance and strategic planning.

### ***Desirable Criteria***

- Current driver's licence and own vehicle
- Experience in production and technical aspects of music presentation and/or touring
- Experience in reporting to a Board
- Familiarity with computer programs such as Asana, Mailchimp, Wordpress and Indesign

*Tertiary qualifications in a relevant field, such as arts administration will be highly regarded.*

### **APPLICATION PROCESS:**

Candidates should submit an application via email [claire@ensembleoffspring.com](mailto:claire@ensembleoffspring.com), including a cover letter addressing the selection criteria (no more than 3 pages) and a current Curriculum Vitae.

We expect to interview shortlisted candidates in April and, ideally, would like the successful candidate to commence as soon as possible.