



Punctum experiments in live arts: making the difference, by making differently

MANAGING DIRECTOR

Position Overview:

As Punctum's Managing Director you will lead and champion the development of Punctum's strategic and financial directions. You will foster stakeholder relationships both in and beyond the organisation with a view to building long-term relationships. You will work closely with our small, energetic team in particular Punctum's Artistic Director, Committee of Management, contracted Producer, and part time Production Manager. You will direct and implement Punctum's business planning to ensure our organisation's artistic and financial viability and you will be responsible for ensuring that Punctum's business, financial, physical, and human resources best serve Punctum's future.

The small Shire in which Punctum is located has an enviable reputation for its cultural effervescence. Punctum's studios and offices are based in a vibrant regional cultural/workspace hub which includes the community radio station, other creative organisations and independent artists, food production and well-being industry services. Our open-door working environment sees us working closely with diverse communities and is one where sharing knowledge and tasks, delighting in difference, creating potential, and a hands-on collaborative approach are actively encouraged.

Position type:

Regular, flexible, permanent part-time hours in directing arts organisation management, operations, and administration. EFT 0.6, 3 days per week, days/times to be negotiated.

Location:

Castlemaine (Djarra Country, central Victoria)

Salary and entitlements:

\$70,000 - \$75,000.00 [pro rata]

plus 10% employer contribution to superannuation

4 weeks annual leave and personal leave in accordance with statutory requirements

Professional Development opportunities; Time off in Lieu policy; a probationary period of 3 months

Hours of Work:

23 hours per week (3 days/week).

Hours will generally be during business hours although there will be times when you will work outside of these hours which may include occasional evenings and weekends. Due to the regional location of our Organisation and nature of our work, some travel may be required.

Reporting:

The Managing Director reports to Punctum's Artistic Director and Committee of Management.

Contact:

Jude Anderson - Artistic Director hq@punctum.com.au 0439 319 307

Closing date:

9am Monday November 29th

About the role of Punctum's Managing Director:

As Punctum's Managing Director, you will play a key leadership role in Punctum and share our commitment to fostering a thriving arts environment in regional settings.

You will be joining Punctum's team at an exciting time of regional shift and cultural potential.

Punctum's strong position as a regional arts organisation with a significant national and growing international reputation provides a great opportunity to be part of this trajectory while extending and developing your skills and leadership within our organisation.

Reporting to and working closely with the Artistic Director, you will contribute to Punctum's mission, goals and strategic directions bringing your management, financial, operational acumen and advocacy skills to a small, dynamic, contemporary arts organisation.

The position ranges from computer based remote work to hands-on in-situ involvement.

As part of a team, you will lead organisation operations including the day-to-day management and administration associated with the delivery of Punctum's program of works, commissions, and residencies. Our operations require active engagement, efficient administration, business, financial and some marketing management. You will occasionally engage in advocacy activities and represent Punctum. Assisting in situ with programs, events and productions is integral to the role.

In addition, as an excellent communicator, in collaboration with Punctum's Artistic Director you will play a critical role in managing internal and external stakeholder relationships and communications. Along with the Artistic Director, you will be a first port of call.

What PUNCTUM has, is and does:

Founded in 2004 in Castlemaine (Djaara Country – central Victoria), Punctum has forged a national reputation as a key Australian small arts organisation creating and producing live arts and experimental performances and programs. We are artist led, audience centred, and grow works regionally in collaboration with local, national, and international partners and participants. We have a membership base, a Committee of Management, and a financial sub-committee. We have artist Alumni associated with our programs.

We position regionally based live arts practice as integral to and indivisible from a local, national, and international live arts culture.

Punctum has a 17-year history of creating bold award-winning new works. We are recognised for our support and production of experimental performance practice, small to large-scale performances and installations, and the relationships we build between audience members and artists, subject matter and sites. Artists with Punctum are interdisciplinary, range from early career to established, and often have national and international experience.

We create our own works and support the development of other artists' work through our residency/commissioning programs. We work in close collaboration with regional audiences, institutions, organisations, communities, businesses, and artists across all stages of their careers. We initiate long term partnerships that encourage a diversity of approaches and entry points for creating new work. We promote a code of collaborative practice, inclusion, respect, self-determination, and universal access to cultivate a vibrant and accessible live arts sector. We work locally, nationally and connect internationally.

ESSENTIAL EXPERIENCE:

- Comprehensive experience in the field of arts organisation management in performing arts or related industry
- Experience leading a small arts organisation's financial, legal, administrative, and operational needs including developing and implementing strategic and business plans
- Proficiency in management, operations and financial related software including but not limited to Microsoft Office Suite, Adobe, Xero, Mailchimp
- Experience working in a collaborative environment supporting and working alongside artists, creative and culturally diverse teams to assist with the delivery of public programs, productions, and events
- Track record in securing, managing, and reporting on co-investment for projects and programs - including government and non-government funding, grant writing, compliance, acquittal, and auditing processes
- Experience in reporting to and working with Committees of Management or Boards
- Excellent oral and written communication skills and experience developing partnerships and relationships within the arts sector, community sector, corporate and private sectors, research, and knowledge sectors, and with individual philanthropists

DESIRABLE EXPERIENCE:

- Tertiary qualifications in Arts Management or Arts & Business Management or equivalent industry experience
- Experience of living and/or working in a regional setting
- Experience in organisation profiling, marketing, and promotion – website content, social media, Mailchimp, creating of media packs

KEY AREAS OF RESPONSIBILITY:

As Managing Director your leadership will focus on the following areas:

Programs and People

- Support and develop Punctum's leadership capacity working closely with the Artistic Director, collaborating artists and creative team.
- Provide the Committee of Management with timely updates, reports, and management advice to assist with good governance and future strategic and operational directions of the Organisation
- With the Artistic Director and creative team strengthen Punctum's relationship with partners, industry, and professional bodies, and audiences, expanding and deepening relationships through a collaborative and inclusive approach.
- Assist the Artistic Director and creative team with production co-ordination
- Assist the Artistic Director and the creative team with the provision of safe and inclusive work environments, and the welcoming of artists, participants, and audiences according to specific project and program requirements
- Be the central point of contact for all administrative enquiries

Administration

- Support and develop Punctum's leadership capacity through administration of Punctum's works and programs
- Oversee negotiation and preparation of contracts with artists, contractors, and partner organisations
- Lead Punctum's operations ensuring smooth communication and the meeting of timelines and strategic plan milestones
- Prepare and deliver Reports for Punctum's Committee of Management at the quarterly meeting
- Assist with studio/venue coordination
- Ensure office systems are up to date and archives are maintained
- Enjoy attention to detail and meeting deadlines, and have a passion for spreadsheets, tracking, and database management

Financial Management

- Design and implement responsible and effective project and annual budgets, and oversee the planning and preparation of the organisation's four year rolling financial planning
- Maintain oversight and monitor financial systems and procedures
- Monitor and report against approved budgets
- Be responsible for all organisation financial matters including collaborating with Punctum's accountant on payroll, accounts administration and reconciliation, legal and contracted obligations preparation of accounts for annual audit.
- Prepare and deliver Reports for Punctum's Committee of Management quarterly meetings
- Liaise with Punctum's Financial Sub-Committee regarding organisation financials, monitoring and reporting against approved budgets
- Liaise with external auditors
- Prepare financials and assist with the timely delivery of grants, acquittals, and annual reports to funding bodies and government departments

Operations

- Ensure all legal/compliance requirements and reporting are kept up to date
- Oversee the company's risk assessment and OH&S procedures
- Ensure office systems and archives are efficient, maintained and where necessary created
- Manage organisational assets

Marketing

- Oversee the implementation of marketing and communication strategies
- With the Artistic Director ensure quality content across Punctum's website, e-comms, social media and print materials
- Oversee stakeholder database development to increase connection with partners, participants and audiences
- Devise and implement audience, participant, artist feedback and evaluation according to programs
- Represent Punctum at public functions, conferences, delegations, and interviews to champion the organisation and its work

Funding

- Manage and grow Punctum's financial sustainability through a diversified funding base that includes Government, non-government, private giving, fund raising, sponsorship and new opportunities
- Liaise with funding bodies and collaborate with Artistic Director in preparation of propositions, funding applications, and acquittals
- Maintain and build relationships with funders, partners, and key stakeholders in collaboration with the Artistic Director

Note: As Managing Director you can expect to undertake other duties, not specifically mentioned in this position description, but within the capacity, qualifications, and experience of those in a Managing Director position.

TO APPLY:

Your application, in one pdf document should be emailed to

hq@punctum.com.au

and include:

- A short cover letter
- 2 pages maximum outlining your experience against Essential Experience criteria
- a Curriculum Vitae that includes contact details for 2 current referees.

CLOSING DATE:

Applications must be received by **9am Monday 29th November 2021**

We encourage applications from candidates with diverse backgrounds, perspectives, and experiences. If you would prefer to apply in a different format or if there is any barrier for you in the application process, please contact us.

CONTACT:

For any enquiries regarding this position, do not hesitate to contact:

Jude Anderson – Artistic Director e. hq@punctum.com.au p. 0439319307