



Punctum experiments in live art: the best in the field

GENERAL MANAGER

Regular, flexible, permanent part-time hours (3 days a week) in arts management and organisation administration

Location: Castlemaine, VIC.

Fee: \$32,000 plus 9.5% superannuation and leave

The position is part-time from December 2014 to end of December 2016 with the possibility of continuing subject to funding. A performance review will be conducted after the first 3 months. The hours will generally be during business hours although there will be occasions when the General Manager will be required to work outside of these hours.

The General Manager reports to Punctum's Artistic Director and Board.

POSITION PURPOSE

This position contributes to Punctum's mission and goals by undertaking the management and administration associated with the delivery of Punctum's program across two areas: Punctum works, and Punctum's residency program, along with the management of Punctum's operations with particular regard to efficient administration, business and financial management.

ABOUT PUNCTUM

Punctum is an artist-led live arts organisation in regional Victoria founded in 2004 to foster new approaches to performance making and audience engagement.

Based in Castlemaine, Punctum has become nationally recognised for its experimental practice, small to large-scale performances and installations, and the way we establish links between audience members and artists, subject material and place. We seek to bring people together to have singular experiences. We have partnerships, participants, networks and audiences in local through to international settings.

Artists with Punctum are interdisciplinary and have national and international experience. As Punctum is committed to being a key centre for rigorous enquiry in new forms of live performance, we support the development of work that is at the same time challenging and engaging. We position regionally based live arts practice as integral to and indivisible from a growing local, national and international live arts culture.

www.punctum.com.au

We work in close collaboration with regional audiences, institutions, organisations, communities and artists across all stages of their careers. We initiate long term partnerships that encourage a diversity of approach and entry points for creating new work. We promote a code of collaborative practice and universal access in order to cultivate a vibrant and accessible live arts sector. We work locally, nationally and internationally. Our work is often described as ground breaking and important.

In 2015, Punctum is entering a considerable period of expansion in its production program and partnerships and seeks a General Manager who will work closely with Punctum's Artistic Director to support the local, national and international opportunities currently being extended to us and informing our future direction.

JOB RESPONSIBILITIES

PROGRAMS MANAGEMENT:

Administration and co-ordination

- Administration of Punctum's new works and residency program in collaboration with the Artistic Director
- Artists Liaison – to be the primary point of contact for the artists/participants with regard to Punctum's programs, in particular our residency program
- Oversee negotiation and preparation of contracts with artists, contractors and partner organisations
- Create schedules for Punctum's programs ensuring smooth communication and the meeting of timelines and business plan milestones
- Co-ordinate administration for contractors and volunteers
- Assist with venue management and coordination of maintenance
- Occasional coordination and administration of one off events
- Be available to work occasionally outside office hours.

ORGANISATION MANAGEMENT:

Planning

- Undertake research and benchmarking to inform strategic planning
- Ongoing development and implementation of a business plan which includes Communications, Market Development, Financial, Marketing and Funding strategic planning

Office administration

- Ensure office systems and archives are maintained
- Ensure all filing (electronic and paper) is up to date and correctly filed
- Maintain that appropriate levels of information are available for general public
- Build program matrixes and undertake quantitative/qualitative data entries.

Marketing and market development

- Create and implement a marketing strategy for Punctum which promotes the company's profile and programs locally, nationally and internationally
- Collaborate on the development of new markets
- Oversee database development and analysis to understand Punctum's constituents and provide evidence for grant applications and program evaluation

- Coordinate the production and distribution of all promotional, advertising and media materials for Punctum programs
- Maintain and update Punctum's website

Financial Management

- Oversee the planning and preparation of the organisation's five year rolling strategic business plans and financial plans
- Prepare annual budgets for Board approval
- Present quarterly financial reports for Board
- Monitor day to day financials including core program and project expenses through Quickbooks
- Prepare financials for acquittals and annual audit
- Be the primary contact with accountants and auditors
- Prepare and deliver Finance and General Manager's Reports to Punctum Board at the quarterly board meetings

Funding

- Liaise with funding bodies and collaborate with Artistic Director in preparation of funding applications and acquittals
- Coordinate and implement a funding strategy
- Maintain and build relationships with funders, partners, and key stakeholders in collaboration with the Artistic Director
- Identify government, philanthropic and other funding opportunities
- Oversee annual fundraising activity
- Benchmark Punctum funding initiatives

Operations

- Prepare and distribute all Board and AGM papers prior to meetings
- Attend all Board Meetings
- Ensure all legal and reporting requirements are kept up to date, including tax, insurance, BAS, superannuation, ROCO, and OH&S
- Ensure the organisation's insurance requirements are adequate and current
- Oversee the company's risk assessment and OH&S procedures
- Ensure office systems and archives are efficient, maintained and where necessary created
- Build program matrixes and undertake quantitative/qualitative data entries

SELECTION CRITERIA

- At least 5 years of professional experience in arts management with an undergraduate arts degree, arts management degree or equivalent experience
- Knowledge and experience of working in small arts organisations and with contemporary art forms
- Experience in grant writing and production procedures in forms of performing arts and/or interdisciplinary practice
- Excellent communication skills including writing, negotiating and advocacy
- Proven planning and budget skills including development and implementation of business plans, budget management, drafting of spreadsheets and financial reporting
- Excellent computer skills, experience in word processing, spread sheets, data bases, email software, web site maintenance

- Ability to draw up schedules, juggle competing demands and problem solve in the work place
- Effective and self motivated team member with a capacity to work both independently and collaboratively, manage people and delegate
- Demonstrated ability to represent an organisation and build relationships with stakeholders
- An eye for detail
- Experience living and working in a regional context

Desirable criteria

- Experience in marketing
- Experience in generating arts funding and coordinating fund raising events
- Knowledge of the current philanthropic funding environment and experience in building relationships with individual donors and philanthropic foundations

Please send your Application with an accompanying letter addressing the key selection criteria to hq@punctum.com.au

Please include the names of two referees and a current CV.

Applications will be accepted by email only.

All submissions will be treated in the strictest confidence.

Closing date for submissions: **COB, Friday November 7th 2014**

Contact:

Jude Anderson
Artistic Director
0439 319 307

