



## MANAGER

Arts Narrogin requires a passionate, highly organised individual with sound financial skills, to deliver the running of the organisation's business operations and creative program. The successful applicant will effectively manage a small team of part time staff and report to the organisation's Board. Applicants will need to be excellent communicators, able to work within a team, use initiative and have the ability to multi-task in a dynamic environment. It is highly recommended that candidates have a commitment to the community and passion for the continual growth of the arts.

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<b>Job title:</b>	Manager
<b>Reports to:</b>	The Chair, Arts Narrogin, or their nominee
<b>Purpose:</b>	To effectively manage the business operations of Arts Narrogin and delivery of the organisation's program and services.
<b>Hours:</b>	Part time, 21 hours per week
<b>Remuneration:</b>	\$30.50 per hour plus superannuation
<b>Contract Period:</b>	Two-year contract; Reviewed and renewed annually based on performance review.
<b>Direct management of:</b>	Events Coordinator, Communications Officer, Finance Officer, Administration Officer, Volunteer Coordinator.

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### ESSENTIAL CRITERIA

1. Highly developed administrative, organisation and time management skills
2. Excellent ability to communicate openly and effectively and build good working relationships
3. Excellent oral and written communication skills
4. Sound understanding of budgets, financial processes and reporting
5. Understanding of grant writing and acquittals
6. Well-developed interpersonal and networking skills with demonstrated ability to work as part of a team
7. High proficiency in using digital platforms
8. Ability to think creatively to ensure organisational viability
9. Ability to manage time and prioritise tasks in order to meet deadlines whilst maintaining strong attention to detail

### DESIRABLE CRITERIA

- Proven supervisory and management skills and experience
- Knowledge and understanding of human resources, and relevant legal and statutory obligations within an organisational context
- Experience using Xero
- Good research and analytical skills
- Experience in interpreting and delivering on sponsorship and funding body requirements
- Experience in community consultation and engagement practices
- Established networks within the arts and culture community
- Experience in/and or passion for regional arts and community

### ABOUT THE ORGANISATION

Arts Narrogin Incorporated is a volunteer-led, not-for-profit association that supports and promotes art, culture and entertainment in Narrogin and Dryandra Country region. The organisation views arts and culture as an integral component in a vibrant, empowered, connected and strong community.

With a small team of staff and fabulous volunteers, Arts Narrogin aims to enliven lifestyle in the region in many ways, including presenting exhibitions, workshops, and live performances; supporting artists through networking opportunities, promotion, skills development and training; and advocacy for arts and culture.

Our purpose is to connect creatives, audiences and the community by promoting, initiating and supporting projects and activities that stimulate and strengthen artistic and cultural life in the Narrogin region.

Arts Narrogin values are: Accessibility, Creativity, Innovation, Community Focus and Organisational Strength

#### **JOB DESCRIPTION**

- Manage the day to day needs the organisation
- Develop and adhere to the annual budget
- Develop and deliver the creative program
- Liaise with stakeholders
- Seek out avenues of funding, sponsorship and diverse income streams
- Develop, maintain and review key organisational documents

The Manager is expected to manage the day to day running of the organisation and staff, reporting to the Chair. Key internal relationships will be with Arts Narrogin Board members, Arts Narrogin staff, Members and Volunteers. Key external liaisons will be with peak bodies including Regional Arts WA and CircuitWest, other Community and Arts Organisations, Artists, Funding Groups/Sponsors, Federal, State and Local Government Bodies, Local Schools and community groups, and Members of the Public.

<b>Key Duties and Responsibilities</b>
Manage in an effective and innovative way the ongoing and overall development and performance of Arts Narrogin.
Carry out duties as Manager, facilitating Arts Narrogin to function both as a business and artistic entity, under the direction of the Board.
Develop and maintain networks and relationships with stakeholders, staff and volunteers to ensure the effective management of the Arts Narrogin.
Represent Arts Narrogin at public forums.
<b>Financial</b>
Prepare an annual draft budget for Board approval, monitor arts expenditure and report on grants from relevant funding authorities.
Research and identify financial opportunities for Arts Narrogin from a range of sources.
Prepare and submit grant applications, liaise with relevant funding bodies, acquit grant funds, and prepare sponsorship or other fundraising proposals.
Ensure that projects, programmes, and services are operated and managed within the budget adopted by the Board.
<b>Program Delivery</b>
Develop, coordinate and evaluate the organisation's artistic program, which includes a variety of projects, programs and workshops over the calendar year.
Ensure programming and contracting are done effectively by planning, developing and delivering Arts Narrogin's annual program of activities and services in particular: <ul style="list-style-type: none"> <li>o Seeking funding and sponsorship to support the program and delivering acquittals</li> <li>o Providing information and advice</li> <li>o Documentation, records</li> </ul>
<b>General</b>

Prepare and effectively implement Arts Narrogins long term strategic plans.
Prepare reports and supporting documentation as required by the Board and funding bodies
Ensure adherence to Arts Narrogin policies.
Manage the day-to-day running of Arts Space.
Ensure Arts Narrogin data is maintained and appropriately stored.
Conduct recruitment and induction of new team members.
Monitor and develop staff performance, undertake performance appraisal and make recommendations on staff training and development, recognition and remuneration for team members.
Supervise staff and volunteers
<b>Communication</b>
Act as a spokesperson and ambassador for Arts Narrogin and formally represent the organisation as required ensuring that Arts Narrogin is consistently presented in a strong and positive manner, to all stakeholders.
Engage in ongoing conversations with the Shire of Narrogin, relevant local businesses and organisations to expand Arts Narrogin's partners, and actively grow the reputation and reach of the organisation
Maintain and build contacts and networks within the arts sector on a local, regional and national level to support and enhance the position of the organization and its members.
Liaise with the Board, arts workers, artists, facilitators, presenters, educators, and educational groups
Availability to attend Arts Narrogin meetings and desire to attend events.
<b>Expectations of All Staff</b>
Comply, observe and abide by the Rules of Association, and all policies and procedures endorsed by the Board.
Provide information to relevant stakeholders and customers, internally and externally, on services, programs and activities.
Devote full business time to the business of Arts Narrogin and perform duties faithfully and efficiently.
Be aware of all events as per the annual creative programs.
Perform open/close procedures for Arts Space and NEXIS when required.
Ensure the workplace meets and follows appropriate OHS regulations and standards.
Not at any time during or after employment, disclose confidential information to any person or corporation, unless such disclosure is authorised by the Board or required by law.
Not engage in any conduct likely to cause any loss or damage to the Arts Narrogin's reputation and standing within the community.