



## **SELECTION CRITERIA & HOW TO APPLY**

### **General Manager**

Powerhouse Youth Theatre (PYT) is the leading professional youth theatre company in Western Sydney. PYT is situated in Fairfield Australia's most culturally diverse suburb. We create new, innovative and inclusive performing arts opportunities led by collaborative processes and participation. Our work is inspired by our local community and engages with concepts of cultural diversity.

Our main objectives are:

- To create innovative and critical new performance works
- To engage with the diverse cultures of our local community
- To develop the next generation of outstanding artists from Western Sydney.
- To create opportunities for social and cultural innovation across local and national audiences.

We are looking for a General Manager to join the team at PYT. This position requires a methodical person with good management and communication skills who will give strong attention to detail, has a rigorous work ethic and strong business skills. Applicants will have a tertiary or professional qualification in arts administration or at least three years' experience in administrative /management roles.

### **SELECTION CRITERIA**

- Experience in managing the operations of an organisation including sound knowledge of compliance issues for not-for-profit, incorporated associations
- Orderly, efficient approach to administration, demonstrated time management skills and a high level of attention to detail
- Substantial experience in preparation of budgets and cashflow projections
- Experience in payroll and employee tax, superannuation, workers compensation procedures and record keeping (experience using MYOB desirable)
- Experience in strategic planning and demonstrated ability to create short and medium term plans
- Demonstrated knowledge in implementing and developing policies
- Experience in managing staff
- Strong negotiation and communication skills
- Sound understanding of OH&S and a commitment to principles of equal opportunity
- Knowledge of the contemporary Australian arts sector
- Good project management skills and experience in writing grants applications
- Excellent computer skills

Please see full position description for more details of role.

This position is a 4 days per week and is for an initial 12 month appointment. Ideally the successful candidate would be able to commence in July 2014.

Salary \$50,000 pro-rata

### **How to Apply**

Applicants should send through a cover letter addressing the criteria (max 2 pages) and C.V to [info@pyt.com.au](mailto:info@pyt.com.au) Applications close **Sunday 6 July**