



POSITION DESCRIPTION

General Manager

About PYT

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.

Our programs have diverse entry points and opportunities for artists to research, explore and build skills across all levels of cultural performance practice.

The company receives triennial funding from both the Australia Council and Arts NSW; PYT has a strong network of partners and supporters. We are working actively to expand the support for PYT from the philanthropic and private sectors and this role will continue to build on this work

PYT was established in 1987 in response to a strong demand for local and accessible youth arts opportunities. Since then, PYT has provided contemporary theatre and community-based arts projects with the Fairfield and broader Western Sydney community. PYT works primarily with young people (under 26 years) and professional artists. PYT enables young people to creatively engage the wider community with stories and experience unique to this region.

The company has a proven track record of producing work that enriches the region's awareness and understanding of itself, by promoting tolerance, respect, and cross-cultural collaboration.

PYT is unique in that it is the only full-time funded youth theatre in the Western Sydney region. The company has developed a strong reputation for providing high calibre contemporary performance works and innovative developmental initiatives. Currently the company is in an exciting transition phase, which will see PYT build in reputation and performance excellence.

For more information on our current program go to www.pyt.com.au

Overall Responsibility	To effectively manage the operations of Powerhouse Youth Theatre (PYT) - located in Fairfield, Sydney
Main areas of responsibility	<p>This position is primarily responsible for:</p> <ul style="list-style-type: none"> • Fulfilling Board and company requirements • Organisational administration including human resources & office management • Financial Management • Contributing to operational, strategic and project planning • Funding & Sponsorship • Management of PYT Marketing, Promotions & Audience development • Youth & Community Liaison • Project Work
Organisational relationships	
Position reports to	Chair of PYT board Executive Committee (PYT Board)
Positions that report to this position	Administration and Marketing Officer Book keeper Casual and contract Staff
Position liaises with	Artistic Director
Key Stakeholders	<ul style="list-style-type: none"> • Fairfield City Council • Fairfield community • Arts funding authorities • Governments and their departments • Sponsors and donors • A range of arts organisations including educational institutions • Other arts sector bodies
TERMS	
Salary	\$50,000 p/a (pro rata) plus superannuation
Hours of work	Part-time 30 hours a week (4 days a week)
Duration of contract	One year contract renewable annually, with three-month probation period.

DUTIES & RESPONSIBILITIES

1. Board and Company Requirements

- Manage PYT Board operations including preparing & distributing agendas & papers for meetings, preparing Board reports, minuting meetings & maintaining Board records
- Manage company correspondence and provide timely and accurate reports to meet requirements of ASIC, the Register of Cultural Organisations and ACNC
- Ensure compliance requirements are met by providing reports to other government bodies as required, including financial acquittals
- Produce with assistance of the Artistic Director, the company's Annual Report
- Ensure all insurance requirements are kept up to date all legal responsibilities are upheld

2. Organisational administration & office management

- Be responsible for the general management of the office systems (including filing system), initiating new procedures and systems where necessary to achieve optimal operational efficiency
- Ensure adherence by consultants and suppliers to contractual obligations
- Maintain currency of PYT's Procedures Manual
- Maintain staff adherence to PYT's procedures
- Maintain or replace IT & other equipment including furniture and fittings and ensure that the office is a pleasant, clean and tidy work environment and meets the requirements of WH&S and other regulations
- Advise the Executive Committee of updates

3. Financial Management

- Oversee management of an effective payroll system and ensure procedures are compliant with ATO and government regulations
- Manage the work of PYT's book keeper in effective financial systems delivery including invoicing, bank reconciliation and accounts payable & receivable
- Coordinate the development of PYT's, project, core annual and triennial budgets in consultation with the Artistic Director and monitor and report business performance against approved budgets
- Manage preparation of financial reports to the Executive Committee
- Liaise with PYT's Treasurer regarding overall company financials
- Keep accurate records relating to payroll and employee tax, superannuation & workers compensation procedures
- Assist in the preparation of statutory accounts for annual audit and reporting and liaise with external auditors

4. Personnel management

- With Executive Committee and Artistic Director manage human resources including staff entitlements and obligations, including but not limited to training, appraisals, and dispute resolution
- Maintain personnel files
- Ensure that staff cross reference on their schedules and that deadlines are met
- Draft staff contracts and position descriptions when necessary
- Coordinate volunteer recruitment
- Supervise the volunteers.
- Participate in annual evaluation/staff review and planning sessions with negotiated Executive Committee representatives.
- Manage leave entitlements including sick leave, annual leave and Time in Lieu in accordance with PYT's policies.
- Undertake identified training, as approved by Executive Committee.

5. Contribute to operational, strategic & project planning

- Create operational plans & oversee junior staff's work plan development & implementation
- Contribute to PYT's annual & triennial business and strategic planning
- In association with other staff, initiate, research and write grant applications, seek sources of funding for projects & manage grant acquittals
- Contribute ideas to PYT's projects & liaise with other staff on planning schedules and budgets

6. Funding & Sponsorship

- Build and maintain relationships with funding bodies and private sponsors.
- Assist with the preparation of funding submissions, in conjunction with the Artistic Director.
- Coordinate preparation of funding acquittal reports, and prepare report material other than artistic appraisal.

7. Management of PYT Marketing, Promotions & Audience development

- Collaborate with the Artistic Director and Administration and Marketing Officer on an annual publicity plan.
- Assist in the developing and implementing of the marketing and publicity strategies for productions, projects and the company's general public profile.
- In collaboration with the Artistic Director and Administration and Marketing Officer, oversee production of all promotional, advertising and media material.
- Undertake media liaison work where required
- Manage ongoing web maintenance and upgrades when required

8. Youth & Community Liaison

- Represent the PYT in appropriate forums and networks.
- Respond to approaches from young people and the community regarding the company's activities.
- Network with other theatre workers and keep abreast of industry developments

9. Venue Management

- In consultation with Administration and Marketing Officer manage SCOA venue booking system
- Ensure that the office and venue is in line with current Occupational Health and Safety Standards, and faults are reported to Fairfield City Council.
- Ensure that all technical project staff are familiar with the venue and its capabilities.

10. Project Work

- Assist the Artistic Director with the coordination of production requirements and front-of-house requirements.
- Organise documentation of productions in consultation with Artistic Director.
- Document involvement of the company by means of an evaluation.

11. Other duties

- Undertake other duties as agreed from time to time with the Executive Committee.
- Prepare reports as required, participate in staff development and meetings, do filing & provide prompt response to enquiries
- Be responsible for own work plan and time management, reporting & administration management.