

GENERAL MANAGER JOB DESCRIPTION

Position:	General Manager
Hours:	Full-time (5 days per week)
Basis of employment:	12 month contract, with view to renewing
Salary on commencement:	\$65,000 - \$70,000 p.a. plus super
Employment conditions:	Four weeks annual leave

ABOUT PYT

PYT is the only professional performance company in Western Sydney focusing on the development and engagement of young people aged 14-26 as its core priority. In 2016-20 PYT will challenge the conventions of traditional theatre and respond to the needs and aspirations of the next generation of artists. We will do this by creating innovative performance and social artistic experiences both in theatre spaces and across diverse sites of urban Fairfield, broader Western Sydney and Australia. Fundamental to our mission is placing artistic excellence at the centre of everything we do. Excellence must prevail not just in our work, but within our approaches, methodologies and practices and in the way we conduct our business.

GENERAL MANAGER: POSITION SUMMARY

We seek an inspiring, creative and entrepreneurial leader with proven strategic planning, financial management and fundraising abilities, excellent managerial skills, and a commitment to our work with young and culturally diverse communities to drive PYT forward.

This is a leadership role that reports to PYT's Board of directors. The General Manager is responsible for providing high end, strategic and visionary insight and management input, which will set the future directions of the company in the short and long term. You will be responsible for implementing the artistic program each year in such a way as to maximise income and exposure of the company. The General Manager is responsible for discovering and acting on new opportunities, seeking new revenue streams and setting all policies and campaigns of the company.

PYT is run by a small team of a full-time Artistic Director and General Manager, and a part-time Administrator. Casual technicians, marketing officers and consultants are engaged to supplement this team as required.

KEY RESPONSIBILITIES

The responsibilities for this position will be mainly strategic, financial and operational. Specifically:

Strategic

- Set the long term mission, vision and goals of the company in collaboration with the AD

- Facilitate and implement PYT's artistic plan, as set by the AD
- Advise the AD on how best to realise the company's artistic goals, and ensure projects are managed within the financial and managerial reach and capacity of PYT
- Provide the board with management advice on the future strategic directions of PYT in collaboration with the AD, as well as significant company updates
- Lead on PYT's annual and triennial business and strategic planning
- Identify future opportunities for current works to tour or extend their lives in the repertoire, or new works as they are developed

Financial Management

- Set PYT's project, annual and triennial budgets in consultation with the AD.
- Monitor and report business performance against approved budgets, ensuring expenditure does not exceed budgets
- Work with Financial Consultant to ensure financial systems and procedures are maintained and provide efficiencies in financial management
- Oversee and manage the work of the Administrator in effective financial systems delivery
- Liaise with PYT's Treasurer regarding overall company financials
- Delegate the preparation of GST, PAYT and superannuation to the Administrator, providing guidance where needed and ensuring that accurate records relating to payroll and employee tax, superannuation & workers compensation procedures are kept
- Assist in the preparation of statutory accounts for annual audit and reporting and liaise with external auditors as required, in collaboration with the Financial Consultant

Funding & fundraising

- Attend key meetings with funding bodies, trusts or foundations
- Identify funding opportunities in collaboration with the AD, including government funding or philanthropic and corporate support, and assist the AD in the preparing and writing of funding submissions, providing budgets as required
- Identify and pitch new works (in collaboration with the AD) to partners, festivals, co-producers, touring consortiums and key stakeholders
- Manage the preparation of funding acquittal reports

Marketing

- Build the brand and profile of PYT as Western Sydney's premier theatre company for young people aged 14-25 in collaboration with the AD
- Provide ideas, inspiration and strategy for marketing campaigns to create highly visual, high impact marketing campaigns that develop PYT's audiences
- Advise the AD and Administrator on new content for the PYT website
- Assist in the implementation of 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

Other HR, venue management and operational tasks as required.

SELECTION CRITERIA

Essential

- 5 years+ arts management/producing experience in a senior leadership position
- A track record of demonstrated success in implementing a compelling vision and strategic direction by managing teams and resources
- High level oral and written communication skills
- High level organisational and time management skills, with the ability to effectively prioritise
- Ability to think creatively and problem solve, with a clear focus on strategic goals combined with responsiveness to shifts in opportunities and issues
- Extensive experience writing and acquitting funding applications to government, philanthropic and corporate funders
- Exceptional budgeting and financial management skills (experience with MYOB preferred)
- A strong understanding of marketing strategy, and ability to implement marketing plans
- Passion and dedication for PYT's mission and programming
- Flexibility to work some weekends and evenings, and to travel as may be required

Highly Desirable

- Understanding of and experience in working in a community cultural development context
- Experience in working with any or all of the following artists and communities: young people; Western Sydney residents; those from cultural and linguistically diverse, migrant and refugee backgrounds; Indigenous people

TO APPLY

For more information about the position, please contact Bec Dean on 0410 130 830.

To apply for the position, please send us:

- A CV of no more than three pages
- A statement of no more than two pages that illustrates how your skills, knowledge and experience match the duties and selection criteria

We will only accept applications by email. Please use the subject line 'General Manager application' and email your CV and statement to gm@pyt.com.au

The deadline for applications is Monday, January 25, 2016 at 9am. Late applications will not be accepted.

PYT is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.