

<b>Position:</b>	<b>Company Manager</b>
Hours:	Part-time, 16 hours/2 days per week
Basis of Employment:	12 month contract, with view of renewing
Salary:	\$65k - \$75k p.a. pro rata, dependant on experience
Employment conditions:	8 days (4 weeks pro rata) paid annual leave
Reporting to:	Executive Director

### About PYT | Fairfield:

PYT I Fairfield is an award-winning company with a reputation for making brave and transformative work, impacting and inspiring audiences and artists across Australia. We do this by creating innovative performance and social artistic experiences both in performance 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. PYT's core aim is to champion the development and careers of young emerging artists from Western Sydney. Our work is inspired by our local community and engages with concepts of cultural diversity.

PYT Fairfield is becoming one of Australia's most prominent small to medium arts companies. Under the direction of Karen Therese since 2013, PYT has presented work in major venues across Australia as well as three major site-based works in Western Sydney. Alongside these achievements, the company has two upcoming national tours. As a model for making outstanding art that speaks to the critical issues of our time, PYT has received several major awards including Western Sydney's first Helpmann Award (Jump First Ask Later), an Australian Dance Award (Jump First, Ask Later) and an FBi Sydney Myer Arts and Cultural Award for Best Arts Program (Women of Fairfield). Their most recent work PLAYLIST was presented at the Sydney Opera House as part of Festival UnWrapped and will tour nationally in 2020.

### About the Role:

The Company Manager is responsible for overseeing the day-to-day operations of PYT Fairfield. The role will cover business and financial administration, project contracting and logistics, and general operations. The ideal candidate will be a talented arts administrator who can demonstrate financial experience, a keen attention to detail and excellent communication skills.

### **Key responsibilities**

- Manage the company finances including payroll, invoicing, bills and liaising with the PYT book keeper
- Create artist contracts and project schedules, and manage performance fee payments
- Assist the Executive Director in maintaining up-to-date company policies and procedures
- Coordinate travel logistics including touring productions, creative developments and staff travel
- Oversee the general operations of the PYT office
- Provide support to productions and programs where needed and possible

## Key selection criteria

### Essential

- At least 5 years experience in arts administration/management
- High level oral and written communication skills
- High level organisational and time management skills, with the ability to effectively prioritise
- Excellent budgeting and financial management skills (experience with XERO preferred)
- Aptitude for problem solving, leading projects and working independently
- Passion and dedication for PYT's mission and programming

### 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; Aboriginal and Torres Strait Islander people, those from cultural and linguistically diverse, migrant and refugee backgrounds
- Experience in writing and acquitting funding applications to government, philanthropic and corporate funders

## TO APPLY

For more information about the position, please contact Katy Green Loughrey on [katy@pyt.com.au](mailto:katy@pyt.com.au) or 0416 482 151

To apply for the position, please send:

- 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 responsibilities and selection criteria

We will only accept applications by email. Please use the subject line 'Company Manager application' and email your CV and statement to [katy@pyt.com.au](mailto:katy@pyt.com.au)

The deadline for applications is Friday 21 June at 5pm

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.