

Denmark Arts Council
Job Description: Business Manager
December 2018

Reports to Artistic Director

Positions Reporting to: Finance Officer

a. Operational

The Business Manager is responsible for leadership in all aspects of the organisation's business and operational outcomes, including the following:

- Assist the Artistic Director in the achievement of Denmark Arts' vision and objectives through managing the overall business, including operational aspects of funding, finance, human resources and administration
- Develop and manage contracts, permission forms and other relevant forms for all staff, casual employees, sub-contractors, artists etc.
- Oversee management, maintenance and inventory of venue, furniture, equipment, IT systems etc.
- Oversee office management and operational staff, including Finance Officer, and others as required
- Oversee risk management for all events
- Oversee Annual General Meeting and organisational membership
- Prepare reports for Board, funding bodies and other key stakeholders
- Oversee the organisation's business plan
- Develop, maintain and review organisational policies and procedures
- Ensure compliance with HR & IR legislation
- Ensure fiscal & legal compliance
- Create, maintain and oversee use of all workflow systems and IT
- Provide project management support for the organisation where needed

b. Funding/Sponsorship and Reporting

- Assist in seeking out avenues of funding, sponsorship and diverse income streams
- Ensure compliance with sponsorship/funding contracts in relation to financial/business and contractual conditions
- Assume responsibility for business/financial aspects of applications and acquittals, reports and presentations to funding bodies, sponsors and donors
- Manage and look after organisational donors
- Oversee collection and collation of all financial and other statistical data

c. Financial

- Undertake budget revisions in liaison with Artistic Director
- Oversee management of budgets
- Oversee annual auditing of finances
- Oversee authorization of all payments and invoices
- Provide financial data, statistics and charts as requested, for reporting and presentation purposes
- Oversee public fund

Other duties as required