



Denmark Arts Council Selection Criteria – Business Manager

Business Manager - Essential Criteria

- Ability to take initiative and responsibility, and demonstrate leadership
- Ability to work as part of a team
- Excellent organisational ability
- High level interpersonal and communication skills
- Ability to think broadly to ensure organisational viability
- Good attention to detail
- Sound understanding of budgets, financial processes and reporting
- Knowledge of IT systems and processes
- Ability to develop, maintain and oversee use of workflow systems
- Flexibility and willingness to work non standard working hours

Business Manager - Desirable Criteria

- Experience with development, implementation and evaluation of policies and procedures
- Good knowledge and understanding of human resources, industrial relations and relevant legal and statutory obligations within the arts
- Experience of asset and venue management
- Proven supervisory and management skills and experience
- Experience in collation of statistical data