



Denmark Arts Council Inc.
The Artshouse
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Denmark Arts Council Employment Opportunity

Business Manager

Regional Arts Hub Coordinator

These two positions can be done by one individual over 30 hrs/week or can be split into two positions. We will consider all applications and select the best candidate(s) based on experience and suitability to the roles.

Business Manager

We are looking for a systems-oriented and highly organised person with sound business and financial understanding, to be responsible for the smooth running and effective operation of Denmark Arts. The successful applicant will work alongside the Artistic Director, and be supported by the Finance and Administrative Officer. They must have the ability to use their initiative and also work within a team, with the capacity to multi-task in a dynamic environment. A passion and commitment to the arts and community is essential.

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

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

Job Description: Business Manager**Reports to: Artistic Director****Positions Reporting to: Finance Officer, Administrative Officer****Hrs: 15 hrs/week**

The position is responsible for leadership in all aspects of the organisation's business & operational outcomes.

Operational

- 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 the Finance officer, and others as required
- Oversee risk management for all events
- Oversee Annual General Meeting and organisation 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

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 organisation donors
- Oversee collection and collation of all financial and other statistical data

Financial

- Oversee the position of the Finance Officer
- 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 funds
- Other duties as directed by the Artistic Director and Board

Regional Arts Hub Coordinator

Denmark Arts has recently become a Regional Arts Hub for the Great Southern Region. The key deliverables are to contribute to the establishment of a state-wide network, to deepen community relationships, to develop stronger relationships with LGA's and to develop and nurture local leaders. We are looking for someone passionate about the arts within the Great Southern region and across the state. The successful applicant must have the ability to use their initiative, and have strong communication and networking skills. This position is funded through Regional Arts WA and is secured for one year's funding until Oct 2021, with a probable extension for a further 2 years.

Essential Criteria

- Ability to communicate openly and effectively and build good working relationships.
- Demonstrated project management skills and experience including presentation and evaluation of programs and events
- Demonstrated high degree understanding of administrative tasks
- Demonstrated ability to work in a team environment, with the capacity to work unsupervised and under pressure when required
- Ability to manage time and prioritise tasks in order to meet deadlines whilst maintaining strong attention to detail
- Understanding of contemporary issues in regional arts in WA and in particular the Great Southern region, particularly with respect to planning and service delivery

Desirable

- Established networks within the arts and culture community
- Publicity, marketing and social media skills
- A current C class licence

Denmark Arts Council

Job Description: Regional Arts Hub Coordinator

Reports to: Business Manager/Artistic Director

Hours: 15 hrs/week

The key deliverables are:

Participate in a state-wide Hub network
Deepen community relationships
Develop stronger relationships with LGA's
Develop and nurture local leaders

Relationships and Partnerships

- Initiate relationships and partnerships to advance the Hub and the Network
- Maintain positive relationships with relevant stakeholders
- Record and map relevant community assets (using the ABCD model) in-line with the Hub and Network's needs
- Deepen community relationships – to be undertaken by Denmark Arts Artistic Director
- Deepen Strengthen existing relationships with local community
- Build new relationships and partnerships with diverse community groups (i.e. CALD, First Nations, Young people)
- Facilitate inclusive local conversations and forums

Advocacy and local decision making

- Assist in creating an Advocacy Plan to assist in diversifying Hub investment income
- Establish and build collaborations and partnerships with LGA's
- Coordinate local responses and/or input to Local Government Cultural Planning processes
- Create, share and celebrate Network success stories on both a local and state level

Leadership

- Develop community leaders with the Creative Leadership program and other development opportunities
- Coordinate capacity and skill workshops
- Drive and collaborate with the Network on state initiatives

Operational

- Contribute to Network meetings, initiatives, and platforms
- Maintain documentation
- Collect and maintain accurate data