

Denmark Arts Council Inc.

Job Description: General Manager

Reports to: Denmark Arts Board

Positions Reporting to General Manager: Finance Officer, Operational/Administrative Officer, Project Coordinators

Hrs: 28/week

Operational

- Facilitate the achievement of Denmark Arts' vision and objectives through managing the overall business, including operational aspects of funding, finance, human resources and administration.
- Oversee and manage all staff, including but not limited to developing and managing contracts, permission forms and other relevant forms, including festival/project applications and volunteer forms, and forms for all staff, casual employees, sub-contractors, artists etc.
- Oversee management, maintenance and inventory of venue, furniture, equipment, IT systems, websites etc.
- Develop, monitor and review the organisation's business plan, policies and procedures.
- Work with all staff to create a positive, productive and dynamic workplace.

Strategic Development and Public Relations

- Implement, monitor and review progress of the organisational strategic plan.
- Maintain awareness of the external landscape of both the arts and the regional sectors, ensuring the organisation is well positioned in relation to organisational viability, including investigating opportunities for growth and consolidation in supporters, sponsors, audiences, markets and programs.
- Represent and promote the organisation with funding bodies, donors and key stakeholders at local, state and national levels.
- Oversee the organizational content of publications and documentation.
- Develop and implement consultation and evaluation processes.

Funding/Sponsorship and Reporting

- Assume responsibility for business/financial aspects of funding applications and acquittals, reports and presentations to key stakeholders, funding bodies, sponsors and donors.
- Oversee collection and collation of all financial and other statistical data.
- Oversee preparation of Annual Report and Annual General Meeting.

Financial

- Ensure compliance with HR, IR and other legislation and ensure fiscal & legal compliance.
- Establish, oversee and review budgets. This includes audits, authorising payments and invoices, donations; and providing financial transparency to the board via data, charts and statistics as required.

Other duties as directed by the Board.