

Position Description

Position: Director - Ausdance Queensland
Contract: 0.8 FTE
Salary: \$78,000 pro rata (plus 9.5% super)

Job purpose

The Ausdance QLD Director provides overall management and leadership in implementing Management Committee strategies and priorities in a manner consistent with the mission and goals of the organisation.

This position is an excellent opportunity for an experienced arts manager to reimagine the role of a peak body and what it can do for Queensland Dance. We are looking for an exceptional leader who can work across communities, understands Queensland's creative ecology, has an active and diverse network and is an experienced fundraiser.

You will be a connector, a communicator and a collaborator. You will think state-wide to deliver impactful programs across vast distances. You will be a great listener and an inspiring advocate. You will understand trends and capitalise on new opportunities. Most of all, you will be deeply passionate about the power of dance and excited to promote Queensland dance locally, nationally and internationally.

The role is based in Brisbane. However, there is an expectation that the successful applicant will be available to travel periodically.

1. Primary duties and responsibilities

Provide effective and efficient management of the organisation, its office, staff, programs and services.

Management

- Identify and analyse dance sector needs, opportunities, trends and resources, and provide advice to the Management Committee for decision-making and long-term planning
- Meet regularly with the Management Committee Chair and/or Treasurer to review risks and financial position and keep the Management Committee informed of significant issues affecting the development and delivery of programs and services
- Develop policies and procedures in collaboration with the Management Committee
- Coordinate and distribute Management Committee papers including financial reporting, program evaluation, development reports and other papers for Management Committee approval or review
- Develop and oversee risk management plans
- Develop and distribute the Organisation's annual report
- Oversee the negotiation of contracts including but not limited to contractors, leases, partnerships and sponsorships
- Organise Ausdance Queensland's Annual General Meeting

Finances

- Develop and monitor annual budgets and present to Treasurer for evaluation and modification as required
- Ensure financial records are appropriately maintained and the annual financial statements achieve clear audit opinions
- Ensure Deductible Gift Recipient (DGR) / registered charity status requirements are fulfilled
- Ensure appropriate insurance cover for the Association
- Ensure any required licenses are obtained
- Operate within agreed timeframes and approved budgets

Development and Philanthropy

- Identify, prioritise and provide advice to the Management Committee about development and fund-raising opportunities and activities
- Establish and maintain relationships with funding partners, donors and sponsors, and prepare funding proposals to support the organisation's activities

Resources

- Manage the recruitment and retention of staff including employment contracts, orientation, induction, professional development, performance management and evaluation
- Ensure the organisation is adequately resourced to deliver the annual program and services within the constraints of the organisation's physical and financial resources
- Develop and maintain appropriate job descriptions for all staff and ensure a transparent and equitable approach to staff remuneration
- Maintain effective communication with the team and provide leadership to Ausdance Queensland staff, contractors and any volunteers
- Develop, implement and monitor staff policies and procedures
- Maintain the organisation's assets and provide recommendations to the Management Committee for any acquisitions or expenditures that are outside the approved budget

Strategic and Program Planning

- Update the organisation's Strategic Plan as required to meet the aims and objectives of the organisation as agreed by the Management Committee of Ausdance Queensland and major funding partners
- Develop and deliver relevant and viable programs and services in alignment with the Organisation's strategic priorities
- Annually prepare and provide to the Management Committee, and other applicable bodies, evaluation reports of programs and services, including recommendations for future improvement and change
- Prepare acquittals and evaluation reports for funding partners

Stakeholder management

- Initiate and maintain positive relationships with a broad range of stakeholders to increase the visibility of the Organisation and provide strong advocacy for Queensland's Dance Sector
- Consult with diverse communities and stakeholders to ensure programs and services are inclusive and accessible
- Initiate and maintain strategic partnerships and networks to support the organisation's goals and priorities

- Represent the organisation at appropriate events, markets, conferences and forums
- Maintain positive relationships with other State Ausdance offices, and attend key Ausdance meetings interstate as required
- Ensure clear lines of communication with members and advisory groups
- Act as a spokesperson for Ausdance Queensland, within the framework of an agreed media and communications policy

2. Selection Criteria

Essential

- Tertiary qualification in a relevant arts or business-related discipline and a minimum of three years arts management experience with financial and HR responsibility
- Demonstrated experience securing funding and sponsorship or generating new revenue streams from a range of sources, including but not limited to: government funding bodies, donors, sponsors and foundations.
- Demonstrated experience in strategic development, program development and marketing
- Demonstrated experience in establishing and maintaining effective relationships, networks and partnerships with a range of stakeholders including artists, practitioners and arts organisations, community groups, government, educational bodies, business and the philanthropic sector
- Excellent oral and written communication skills

Desirable

- Knowledge of the Australian dance sector
- Understanding of member-based organisations

3. Relationships

Reports to:

Management Committee –
Australian Dance Council Ausdance Qld Inc

Staff reporting to this role:

Program Producer
Administration & Marketing Officer
Bookkeeper

4. To apply

To apply for this position, send your CV and cover letter addressing the selection criteria (max 2 pages) to Jordin Steele at chair@ausdanceqld.org.au by **5pm Friday 21 February**.