

indelabilityarts



APPLICATION PACK

**FOR THE ROLE OF
GENERAL MANAGER**

POSITION OVERVIEW:

Join Our Award-Winning Team at Indelabilityarts (Indelarts)

Are you ready to make a lasting impact in the arts sector? Indelabilityarts, an award-winning organisation celebrated for its innovative and inclusive work, is on the lookout for a passionate and experienced General Manager to help shape the future of our company.

In this pivotal role, you'll bring strategic vision, operational excellence, and support for our leadership team, ensuring we continue to thrive and deliver on our mission. This is your chance to work alongside a dynamic group of changemakers, creating meaningful connections and driving real-world change through the arts.

This opportunity begins as a 2 year fixed-term contract, with the possibility of extension depending on funding.

If you're ready to lead with purpose and contribute to the ongoing success of Indelarts, we'd love to hear from you.

INFO AND APPLICATIONS HERE:

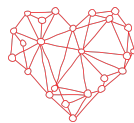
indelabilityarts

ABOUT INDELARTS:

indelarts is an inclusive theatre company that provides professional artistic and training opportunities for artists and community members who identify as disabled or neurodivergent. Our professional ensemble creates original work that communicates the lived experience of each artist across a range of performance modes to challenge the perceptions of audiences and industry alike. We further nurture the social, personal, physical and mental well-being of participants through our workshop series that offers ongoing skills development and training for community members with a passion and interest in the performing arts. Through our inclusive practice, we aim to foster acceptance and understanding for those who usually feel marginalised, discriminated against, or excluded from arts practice so that they can access and make work that both reflects their experience and caters to their needs.

OUR MISSION:

***PROVIDING CREATIVE OPPORTUNITIES
FOR QUEENSLAND DISABLED AND
NEURODIVERGENT ARTISTS.***



ORGANISATIONAL STRUCTURE:



Indelarts is a Company limited by Liability registered with the Australian Charities and Not-for-profits Commission (ACNC) with Deductible Gift Recipient status and is governed by a volunteer board.

For the past nine years, Indelarts has operated under the leadership of two Artistic Directors. They have been responsible for managing the company, applying for funding (now overseen by the newly appointed Company Development Manager), providing artistic leadership, and contributing to the development, presentation, and touring of all productions. They also previously managed workshops, a responsibility now handled by our Program and Community Liaison Manager. The company aims to transition to a structure led by a General Manager, alongside the two Artistic Directors and supported by the management team.

Our core team currently includes a HR/Administration & Marketing Officer, a Company Development Manager, and a Program/Community Liaison Manager. Indelarts also collaborates regularly with a core group of artists and engages new artists for specific projects based on role requirements. Additionally, we employ casual staff in roles such as tutors, actors, and other project-specific positions. A key responsibility of the new General Manager will be to review the current organisational structure and implement changes to ensure long-term sustainability. This may include recruiting other team members to strengthen the company's operations.

ABOUT THE ROLE:

Our new General Manager will play a pivotal role in shaping the future of Indelarts, providing visionary leadership and driving the company's strategic direction. Collaborating closely with the AD's staff and Board, the General Manager will review and refine the organisation's structure to ensure its long-term sustainability and growth. This includes identifying and securing new opportunities while maintaining a strong commitment to retaining and supporting our dedicated team.

KEY RESPONSIBILITIES:

LEADERSHIP AND MANAGEMENT:

- Work closely with the AD's and board to review the strategic vision and plan for the company – update as and when necessary with support from AD's and board.
- Support the management team in the implementation of the current strategic and forward plan.

FINANCE:

- Overseeing the finances of the organisation, including day to day, forecasting & preparing an annual budget alongside the artistic directors.
- Develop plans for the long-term financial sustainability for the company in colloration with the Artistic Directors.

HR

- Assist the HR Manager and Artistic Directors in overseeing core staff, including tasks such as supervision, performance management, professional development planning, and contributing to final employment decisions.
- Ensure accurate staff remuneration in compliance with relevant awards, working collaboratively with the Artistic Directors and management team.

PROVIDE OVERALL LEADERSHIP AND MANAGEMENT OF THE COMPANY BY:

- Reporting to the Board during scheduled meetings or as required.
- Collaborating with the Artistic Directors to prepare the Annual Report.
- Identifying funding opportunities and supporting the Company Development Manager in writing grants and funding applications.
- Working with the Company Development Manager and Artistic Directors to liaise with funding bodies.
- Serving as liaison with Arts Queensland (alongside the Artistic Directors), the company's primary source of recurrent core funding.
- Overseeing IT and internal communication systems in partnership with the Administration Officer.
- Reviewing and responding to partnership requests in consultation with the Artistic Directors and Company Development Manager.
- Ensuring compliance with reporting requirements for the Australian Charities and Not-for-profits Commission and Queensland government regulatory bodies.
- Ensuring adequate and up-to-date insurance coverage in collaboration with the Artistic Directors and Administration Manager.

APPLICATION PROCESS:



email applications to rebecca@indelabilityarts.com

Applications for the position should be addressed to the co-artistic directors, Catarina Hebbard and Rebecca Alexander.

Please submit your CV and an applicant statement; maximum 4 pages, addressing the key selection criteria below.

Applications must be received by 5pm AEST Wed 5th March.

Should this application pack, process or job structure be inaccessible for you, we encourage you to be in contact so that we can make changes where possible.

Please email rebecca@indelabilityarts.com or phone or text 0437 447 785 if you have any questions or concerns.

indelarts supports flexible working practices and infrastructure to promote work-life balance and to meet the diverse and unique needs of its employees.

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

- Demonstrated success as an organisational leader: At least three years management experience in a small to medium arts or community sector organisation, preferably at an executive level.
- Experience in staff supervision, performance appraisal and management.
- Experience in developing strategic plans, chairing or facilitating meetings, excellent oral and written communication skills.
- Success in applying for substantial grants from local, state and national funding bodies including government grants and experience in reporting on and acquitting grants.
- Experience in creating and working to budgets and an understanding of financial management and working with XERO (or a willingness to learn this particular program).
- Confidence with IT systems generally and Microsoft 365 & Excel in particular.

DESIRABLE CRITERIA:

- Qualifications in Arts Management or a related field.
- Experience in working in a NFP with a volunteer board.
- Experience in writing and/or adapting organisational policies.
- Experience in organisational communication strategies.
- Success in applying for grants from private foundations.
- An understanding of theatre-making and the various roles involved in creating and presenting theatre.
- A knowledge of the industry award system – MEAA/Equity & LPA.
- Familiarity with the various kinds of insurance needed by an incorporated association.
- Familiarity and experience in disability.

RATES AND CONDITIONS:

The position is offered as a fixed term position for 2 years, with the intention that the position will be extended, or an equivalent position offered, as funding permits.

The role reports directly to the Artistic Directors and the board. There will be a three month probationary period.

This is a full-time position: 38 hours per week, with a pay rate of \$98,000/yr + Super. The role includes four weeks of annual leave plus a paid shutdown period over Christmas.

Flexible working arrangements are available, including opportunities to work from home, subject to negotiation.

Disabled people, First Nations people, people of colour and LGBTQIA+ people are strongly encouraged to apply.