



ausdance
NSW

Manager Ausdance NSW (Organisation and Projects)

Salary 60-70k
Full time 3yr contract
Reports to The Director

Ausdance NSW is the Peak body for dance for NSW. Whilst being an independently incorporated non-for profit association, we are also part of the Ausdance Network, with offices in most states and territories.

Role

Oversee the operational management of the organisation and its projects, on a day-to-day basis. Work closely with the Director to implement the 2016 -18 program of activities, strategic plan and KPI's. Be a positive driver of the organisation, to enable the dance sector to thrive.

Personal Characteristics

- Reliable and responsible
- Driven leader and team player
- Patient and Pragmatic
- Clear Communicator
- Analytical thinker

Internal -Staff reporting to this role:

- Marketing & Admin
- Dance Development Officers
- Contract Administrative Staff
- Bookkeeper

Work closely with:

- Director
- Bookkeeper
- Partners of key projects

External relationships

Manage and develop external relationships on both a day to day and long term level with Members, partners, Arts Organisations, Key Stakeholders and Funding Bodies

Criteria

- 10yrs + work experience
- Organisational and project management skills
- Strong financial skills (track budgets, ensure targets achieved)
- Knowledge of marketing and social media planning
- Leadership / management of staff
- High level of written and verbal reporting
- Stakeholder and partnership management
- Positive representation of organization externally

- Working knowledge of the dance Industry
- Ability to maintain and develop key relationships

Highly desirable

- Successful grant writing applications / acquittals
- Knowledge of non-for profit organisations / member organisations

Skills

- Proven ability to plan and deliver
- Proven ability to lead / manage staff
- Attention to detail written / verbal
- Ability to maintain and develop key relationships
- Operational planning (financial, marketing, project, organizational development)

The Manager of Ausdance NSW (Organisation & Projects) will also be responsible for the following:

Board

- Organise board meetings
- Write board papers (with inclusions from all staff)
- Write and oversee operational plans

Projects (internal & external)

Lead on certain projects including:

- Big Dance 2016 & 2018,
- Dance NSW Industry day / events,
- Our 3 Associated Organisations programs for 2016-18

Finance

- Work closely with director and accountant.
- Tracking & reporting on operational & project budgets.

Communication

- Regular written and verbal reporting to director
- Staff support – to help encourage staff to undertake their roles efficiently and effectively
- Plan regular team, project and planning meetings
- Manage efficient and cost effective policies for suppliers and services

To apply please submit a 2 page response to the selection criteria and your current CV.

Submit all applications by 9pm Monday 16 Nov, to ausdancensw@gmail.com and include in the subject line 'MANAGER, *Your name*'

To discuss the role please contact the Director on (02) 9256 4800.

Interviews will be conducted on Thursday 19th November, with follow up interviews on the Tuesday 24th November.