



## Executive Director

### About PAC Australia

Performing Arts Connections Australia (PAC Australia) is a leading national membership organisation for the performing arts industry.

Our role is one of national sector transformation through advocacy, connecting the industry and capacity building.

We're a well-respected organisation that has an impact disproportionate to our size - contributing to the cultural infrastructure of Australia for 33 years.

Our 230 members are dispersed around the country in regional (48%) and metropolitan centres (52%). 130 of these run performing arts centres, about 70 are performing arts producing companies and about 30 are service organisations and consultants.

PAC Australia programs and delivers the national annual Performing Arts Exchange and PAC Australia Performing Arts Conference. Together these two events form Australia's premier national performing arts networking event which in 2020 is being rebadged as APAX – the Australian Performing Arts Exchange. APAX is at the core of PAC Australia's strategic and operational activity. PAC Australia is a not-for-profit arts organisation.

PAC Australia is interested in contemporary ideas and arts practices that support and improves the industry. We aim to inspire people to think openly and differently.

If you do too, we'd love you to work with us.

## POSITION DESCRIPTION

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<b>Position Title:</b>	Executive Director
<b>Basis of Employment:</b>	Full time [37.5 hours/week]
<b>Location:</b>	Perth, Western Australia [some travel required]
<b>Reports to:</b>	Board of Management
<b>Direct Reports:</b>	Programs Manager & Event Producer, Business Manager, project staff
<b>Salary:</b>	\$100-110k per annum [plus superannuation]
<b>Category:</b>	Permanent
<b>Conditions:</b>	5-month probationary period
<b>Relocation:</b>	Limited relocation expenses may be considered
<b>Interviews:</b>	Interviews will be undertaken in 24-25 Feb 2020.

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## ABOUT THE ROLE

PAC Australia is looking for an individual who can apply themselves practically and strategically. This person will drive a fast-paced, ambitious and small, committed team that achieves outstanding outcomes.

The role requires a champion for cultural advocacy with a passion for strategic audience development and developing mutual understanding and relationships between performing arts makers and presenters. The Executive Director will have a thorough and effective understanding of performing arts touring in Australia.

This self-motivated person will gather, analyse and synthesise industry information, and deliver progressive services and benefits to a broad membership base and range of stakeholders. PAC Australia is currently in a growth phase and is in need of a person who can develop and deliver solutions that generate income through multiple earned and unearned revenue streams while meeting member needs.

At PAC Australia, we work hard and have exacting standards. We care a lot about the work we do and about getting it right. We also care about the people we work with. We welcome input in an inclusive and collaborative environment.

This is a key leadership role in the subsidised performing arts sector. It provides a strong opportunity to connect to a broad range of national [and increasingly international] producing and presenting contacts and industry and government stakeholders. Your ability to nurture and develop relationships with these stakeholders will be essential.

The role will suit a person who is driven by the desire to find solutions, is committed to improving operational procedures, is forward-thinking and is comfortable working autonomously on concurrent tasks.

If you are exceptional at getting people and systems organised, see yourself as an industry leader, want to work in a flexible friendly environment, and believe you have the ability to lead change and make a difference in the performing arts industry, we want to hear from you.

## Executive Director

### DUTY STATEMENT

#### Summary of Purpose:

The Executive Director will;

- Have a commitment to the goals and objectives of the Association
- Support the PACA Board of Management to fulfil the Association's purpose
- Deliver the Association's strategic priorities and
- Oversee and direct the Association's operations.

#### Key areas of Responsibilities:

- Stakeholder Management
- Team leadership
- Financial/Risk Management
- Project Management
- Advocacy & Policy development

#### Key Tasks:

- Be responsible for developing and implementing the Strategic Business Plan and Vision of the Association under the direction of the Board.
- Keep abreast of current developments in the performing arts industry nationally and internationally
- Maintain effective relationships between the Association and other relevant arts organisations in Australia and internationally.
- Proactively communicate the benefits of membership to the wider industry and maximise opportunities to grow membership
- Represent the Association with key stakeholders
- Arrange delegated representation at key industry events as required
- Organise Board meetings including issuing all meeting papers and distributing minutes in a timely manner
- Overall financial management including development of the annual budget, oversight of bookkeeping, cash flow management, investment portfolio management and financial reporting to the Board of Management in a timely manner for meetings in line with the financial policy
- Liaise with the Producer & Programs Manager on the construction of budgets and their implementation.
- Ensure that functional areas of administration and finance (including office administration and accommodation, human resources, systems and procedures, internal communications, property and insurance) operate efficiently and effectively for the Association
- Organise and oversee annual audit including preparation of accounts and liaison with auditor, writing and publishing of annual report in time for Annual General Meeting
- Provide financial and strategic leadership to the Association in the achievement of its mission, vision and strategic goals and report regularly to the Board on progress to ensure they fulfil their statutory and legal obligations.
- Manage biennial survey of members as specified by the Board of Management
- Manage Association communications and online infrastructure
- Oversee management of organisation's website

- Oversee Membership management - maintain membership records, renewals and subscriptions; ensure currency and accessibility of membership directory to members; ensure communication to members of important and relevant issues and provide an overall high level of active service to members.
- Curate and direct the management of the Australian Performing Arts Exchange in accordance with the direction of the Board of Management
- Oversee and manage fundraising opportunities including grant applications and attraction and servicing of sponsors
- Implement new initiatives to generate additional / new earned and unearned revenues.
- Manage and coach staff and contractors to deliver KPI's associated with their function

### **Knowledge and Experience**

- Experience at a management/leadership level in the areas of arts management, event/project management, business delivery, marketing and communications.
- Demonstrated ability to develop and deliver strategic outcomes.
- Proven ability to successfully manage limited resources (financial, physical and human) at a management/leadership level.
- Demonstrated ability to establish, develop and implement policies and procedures.
- Strong ability to create a work environment and lead, motivate and manage a team to deliver effective and efficient performance
- High level of oral and written competency and presentation skills
- Demonstrated ability in financial management - including budget formulation, monitoring, cost control and reporting.
- Strong knowledge of trends and directions for performing arts and audience development.
- Demonstrated ability to manage web and social media content that leads to greater customer/community engagement.
- Sound understanding of the application of social media in the context of a membership organisation.
- Demonstrated ability to deliver high level customer service and satisfaction

### **Personal Skills**

- A self-starter with the ability to identify opportunities and follow through to delivery.
- Ability to develop and implement programs and manage events which respond to member needs.
- High level negotiation and relationship management skills
- Sound research, analytical and problem-solving capability.
- A proven ability to think outside the square and look at new ways of doing things.
- Sound judgement, initiative and strong and effective decision-making
- Sound time management skills to prioritise and organise competing tasks to meet organisational requirements.
- Willingness to receive and respond to constructive feedback.

## **SELECTION CRITERIA** (to be addressed by candidate)

### Essential Criteria

1. Tertiary diploma (at a minimum) in Arts Administration, Event, Project or Business Management or similar field; or a minimum of five years' experience in a similar role.
2. Ability to set broad strategic direction based on analysis of a complex environment.
3. High level producing, event management and program delivery experience particularly within a membership context
4. High level budgeting skills and financial management
5. A demonstrable knowledge of the performing arts sector and understanding of PAC Australia's position in the broader arts ecology
6. High level relationship management, negotiation and communication skills, capable of inspiring confidence in people from a wide variety of backgrounds
7. Highly motivated, a self-starter demonstrating initiative, flexibility and resilience under pressure.

### Desirable Criteria

1. Experience working within a small organisation and the associated ability to multi-task and maximise outcomes from limited resources.
2. Marketing and/or communications experience.

## **APPLICATION DETAILS**

Further information: Deanna Faust - [deanna@paca.org.au](mailto:deanna@paca.org.au)

Applications should contain a current CV including at least two referees and a statement briefly addressing the Selection Criteria. Applicants who do not address the selection criteria will not be considered.

Applications should be emailed by Monday 17 February 2020 to:

Deanna Faust - [deanna@paca.org.au](mailto:deanna@paca.org.au) with 'Executive Director' and your name in the subject line.