



**General Manager  
& Deputy CEO**  
*Application Package 2022*

Burrinja acknowledges the Wurundjeri & Boon Wurrung people of the Kulin Nation on whose land we live & work. We pay our respects to Wurundjeri elders past, present and emerging and extend our respects to Aboriginal and Torres Strait Islander people from all nations of this Land.



# Position Description: General Manager & Deputy CEO

Job Title:	GENERAL MANAGER & DEPUTY CEO
Status:	0.8 FTE
Remuneration:	Salary package of \$90,200 - \$99,000 PRO RATA (incl super)
Reports To:	Creative Director/CEO; & Burrinja Board of Management
Directs Reports:	Experience Manager, Finance Administrator, Technical Supervisors
Internal Liaisons:	Burrinja staff, Board
External Liaisons:	Yarra Ranges Council, Stakeholders patrons, artists, community, suppliers, contractors
Prepared By:	Burrinja Human Resources Sub-Committee
Approved By:	President, Burrinja Board of Directors
Position created:	(updated) March 2022

## ABOUT BURRINJA

Burrinja is at the heart of the creative community of the Dandenong Ranges.

Burrinja operates towards the long-term vision of:

A thriving contemporary art and performance culture that invites participation tells important narratives and champions creative expression.

Burrinja is a not-for-profit organisation that thrives thanks to the support of Yarra Ranges Council, artists, visitors and our community. We deliver a wide array of cultural experiences to the Dandenong Ranges region and beyond. The 400 seat theatre and 130 studio theatre combines professional performers, community and school productions with a range of commercial and other hire events, while three exhibition spaces, artist's studios and cultural development events ensures a vibrant visual and community arts program.

Annually, Burrinja supports around 300 activities both inside the facility and out in the community, reaching around 80,000 people annually.

Burrinja is: Obsessed with art. Focused on community. Seeking impact. Invested in tomorrow. Informed by history. Continuously learning. Socially responsible. Stronger through partnerships.

We look for staff who can instill these values.

## THE PERSON WE ARE LOOKING FOR

Reporting to the Creative Director/CEO and the Burrinja Board, you will be responsible for conceiving, developing and implementing a positive business model for the Organisation; one that creates opportunities for the Organisation, it's staff, and the creative community to flourish.

Because this position provides a leading role in the operational and strategic direction of the Organisation, we are seeking person who can 1. Oversee the necessity to lead a high functioning team on a day-to-day basis ensuring the welfare and high-level function of the Centre, and 2. offer long term strategic thinking with their creative flare for ideas.

In seeking this position, you will strive to be the person delivering innovative and sound policies, finding Burrinja's positive organizational culture exciting and stimulating, having an ability to see the small details that take an experience to the next level, being the champion for assuring the financial accuracy and development of Burrinja, and having big business ideas that align with Burrinja's Strategic Plan.

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## WHAT WE CAN DO FOR YOU

Burrinja prides itself on having a kind and supportive work culture. The length of time our staff and volunteers have worked for the Organisation is a testament to this. We show mutual respect to our colleagues, artists and community.

We favour your working autonomously. We trust you will care enough about our community to conduct your job to the best of your ability. However, you will be supported by your line manager who will regularly check in with you to assure your comfort with performing your duties and your interactions with team members and volunteers. As a small and integrated team, we expect that all interactions are supportive between all team members.

We have a small budget for professional development each year and we will try to support your professional development aspirations within our budgets and time allocations.

While this is predominantly an office-based role, we are able to offer some flexibility for you to work from home.

With a renewed Strategic Plan, a swathe of new creative projects in process, and some great partnerships to enable big bold ideas, it is an exciting time to join the Organisation.

A major advantage of this role is being part of a vibrant and innovative as well as a responsive community. There is a great affection and support for Burrinja in our local area and the entire team finds joy in working in a work place where someone shows appreciation for the contribution you are making each day.

## THE ROLE

While this role is administrative, all staff and volunteers at Burrinja lead through their love of the arts, and promote and live creativity as key to all they seek to achieve at Burrinja.

The General Manager is, along with the Creative Director/Chief Executive Officer (CD/CEO), part of a two-person Executive Leadership Team. The Executive Leadership Team adopts responsibility for delivering on Burrinja's vision, mission and focus areas of strategic planning, all carried out in line with Burrinja's values. See Burrinja Strategic Plan for greater context. [DOWNLOAD STRATEGIC PLAN](#)

The General Manager is responsible for leading the development and implementation of Burrinja's business and operational strategies including Finance, HR Management and Governance. The CD/CEO reports to the Board on all other matters.

The General Manager is responsible for developing systems and processes that ensure Burrinja's financial sustainability into the future and within a community-engaged arts framework. The General Manager will have experience in leading robust and transparent organisational frameworks and will have a demonstrable commitment to best practice, values-based, human resource management.

The General Manager will be responsible for the oversight of financial management and budgeting, and for the effective and efficient management of all venues and facilities at Burrinja; human, physical and financial resources; management of facility assets; and of contracted services. Alongside the Creative Director / CEO, the role of the GM is jointly responsible for all major agreements, licenses and contracts into which the Organisation enters.

The role of General Manager provides critical utilisation of the venue and programming support to the CD/CEO in the delivery of Burrinja's creative strategy and programs.

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## KEY ACCOUNTABILITIES & STRATEGIC FULFILMENT

- Business Planning & Development Leadership
- Financial Management
- HR Management
- Governance & Compliance Processes
- Organisational Strategy & Implementation (with the CD/CEO)
- Policy Development
- Agreement, Contract & Lease Management
- Venue Management
- License / Tenancy Agreements
- Liaison with the Yarra Ranges Council on designated matters
- Team Liaison and support on strategic matters

## WHAT YOU WILL ACTUALLY DO (KEY RESPONSIBILITIES & DUTIES)

In consultation with the CD/CEO, key responsibilities include but are not limited to:

- Collaborate with the CD/CEO who will lead a dynamic and generative cultural facility that is significant in the future of cultural presentation and development in the Dandenong Ranges.
- Lead the management of Burrinja's business, human resource and governance processes and the physical and financial resources of venue operations.
- In collaboration with the CD/CEO deliver Burrinja's strategic goals, vision, KPIs and reporting.
- Report to the Board.
- Prepare and monitor budgets and financial reports for the Board including end of year reports.
- Generate reports to funding bodies
- Develop & improve sustainable financial structures for Burrinja, including long term development goals including income generation and diversification.
- Actively contribute to the writing, preparation and submission of funding applications
- Maximise utilisation of the Centre's facilities by engaging with a diverse range of users across community/ schools/ commercial/ touring groups and organisations.
- Implement processes to ensure regulatory compliance, reporting and auditing requirements are met.
- Manage and oversee staff recruitment, induction and ongoing processes.
- Manage and maintain Burrinja's risk management policies, processes and registers.
- Maintain all legal agreements including: partnerships, leases, financial agreements, tenants' arrangements, contracts and schedules, licensing and liquor management requirements, artists' employee and contractor agreements.

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## ACCOUNTABILITY & EXTENT OF AUTHORITY

This role carries significant authority within its accountabilities, goals, and delegations from the Board, and assumes the role of Acting CEO and associated responsibilities in the absence of the CD/CEO.

The duties performed are undertaken with a minimum of supervision.

Freedom to act is governed by agreed goals and regular reporting mechanisms to the Board.

Decisions and actions taken in this role have a substantial impact on the operations, culture and sustainability of Burrinja.

## RESOURCES CONTROLLED

This role controls significant resources as delegated by the Board to the General Manager for the effective operations and management of the Centre within its annual budget allocations.

## SPECIALIST KNOWLEDGE & SKILLS

- Sound knowledge and working experience in management of arts, performing or cultural centres, or equivalent experience in another industry
- Knowledge and expertise in entrepreneurial activities and associated management principles.
- Good business acumen with an understanding of financial and administrative controls with proficiency in budget preparation.
- Demonstrated, well-developed conceptual and strategic thinking ability, and ability to plan for cultural and venue-based operational services.
- Demonstrated well-developed ability to manage human physical and financial resources and risks.
- Demonstrated experience in financial reporting, budgeting and management.
- Highly proficient communication skills, including presentations, written and verbal including the use of digital communication networks and forums.
- A comprehensive knowledge of the Australian arts industry.
- Demonstrated well-developed ability in managing contracts and contractors.

## QUALIFICATIONS & EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Demonstrated experience in multi-faceted venue operations or project management.
- A relevant tertiary qualification or the equivalent management experience in the arts, arts management, administration or industry experience (particularly arts for the not-for-profit sector)

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## CONDITIONS OF EMPLOYMENT

- Applicants will be required to undergo a Police Check before commencing the position. The Applicant must have current Working with Children Check status.
- Conditions of employment are in accordance with the Burrinja Human Resources Policy & Manual, 2006, with the signed Conditions of Employment Agreement, and with the National Employment Standards.
- Capacity to work out of normal hours and on weekends when required.

## PREREQUISITES

- A current driver's license.
- The position requires candidates to be fully vaccinated against COVID-19
- Working With Childrens Check

## EQUAL OPPORTUNITY STATEMENT

Burrinja strongly encourages applications from First Peoples, women, trans and gender diverse people, People of Colour, queer, and/or Culturally and Linguistically Diverse people in the recruitment and appointment of this role.

## TO APPLY

Please forward the following documents, by **9AM MONDAY 4TH APRIL, 2022**

- Current CV
- Names and contact details of three references (please note, references will not be contacted without your prior knowledge)
- A 1500 word (max) response to this position description, outlining your relevant skills and experiences, and why you are the perfect fit for this role.

Email your application to:

Gareth Hart

Creative Director & CEO

[creativedirector@burrinja.org.au](mailto:creativedirector@burrinja.org.au)



**INTERVIEWS: WILL BE CONDUCTED IN THE WEEK OF 11TH APRIL 2022**

To discuss this role confidentially, please contact **Gareth Hart**  
on 03 9754 1509 or via [creativedirector@burrinja.org.au](mailto:creativedirector@burrinja.org.au)

