

POSITION: GENERAL MANAGER

Organisation: Cairns Indigenous Art Fair (CIAF)

Location: Cairns, North Queensland

Term of Employment: Full-time

Applications close: Midnight Thursday 29 November

2019 celebrated CIAF's 10th Anniversary and we are now looking for a General Manager who will strategically and collaboratively build, co-lead and drive CIAF's transformation into the next 10 years to further develop and enhance this high-profile Queensland event.

The Position

We are looking for a self-motivated, results-driven, team player to manage CIAF's business activities and further develop & implement effective business strategies, programs, and relationships.

The General Manager will have overall responsibility of budget, but will ensure input from the Artistic Director and other relevant department heads.

The General Manager will demonstrate sound knowledge of Indigenous protocols and Cultural sensitivity as well as a strong ethical practice.

The General Manager will be responsible for managing and monitoring financial activities, identifying business opportunities, formulating policies and plans, coordinating business operations, managing operational costs with department heads, improving administration processes, monitoring and motivating Staff, training employees, forming, building and maintaining excellent public relations with all stakeholders, and ensuring positive and effective communication and relationships with the CIAF Board.

Your entrepreneurial spirit will help support the Artistic Director's vision towards dynamic and sustainable growth of CIAF.

Your cultural sensitivity and awareness will ensure effective working relationships with Queensland communities and artists.

The successful candidate for this role will have a demonstrated track record of excellent financial skills and reporting skills, superior knowledge of business functions and funding streams, healthy public relations skills, effective leadership qualities, as well as a passion for the arts.



General Manager

Requirements:

- Business Degree or similar relevant qualifications, plus 5years experience in Senior Management.
- Good knowledge of different business functions.
- Effective leadership qualities.
- Excellent communication skills.
- Highly organised.
- Strong work ethic.
- Good interpersonal skills.
- Meticulous attention to detail.
- Computer literate.
- Cultural awareness and sensitivity.
- Excellent knowledge of funding streams.
- Highly experienced in Senior Management.

General Manager

Responsibilities:

- Overseeing daily business operations.
- Developing and implementing growth strategies.
- Training low-level managers and staff.
- Creating and managing budgets in collaboration with the Artistic Director and relevant department heads
- Improving revenue.
- Hiring employees.
- Evaluating performance and productivity.
- Analysing accounting and financial data.
- Researching and identifying growth opportunities.
- Generating reports and giving presentations.
- Effective communication with and timely reporting to the Board.

Selection criteria:

- Demonstrated awareness of Cultural protocols and cultural sensitivity.
- A demonstrated track record in Senior Management or similar role, with 5years experience.
- Business Degree or similar relevant qualifications.
- Effective leadership skills developed through a strong background in leading, developing and motivation diverse, creative, production and support staff in a collaborative manner.
- Previous responsibility for overall organisational governance, reporting and financial management within the Arts.
- Proven experience in strategic planning, including the successful development and delivery of effective strategic plans, frameworks and action plans in an arts organisation.
- Proven ability to build and maintain a culture of continuous review, evaluation and improvement.
- Strong project management experience with the ability to plan, resource and deliver programs and services on tie and within budget. Demonstrated experience with and understanding of contract management, funding and grant processes.
- Demonstrated understanding of and ability to work with key stakeholders including artists, art organisations, peak arts bodies, community organisations and government.
- Experience in facility management.
- Demonstrated skills and experience in issues management.
- Experience in a local government of public sector context.
- Previous experience utilising LEAN Thinking methodologies.



How to apply:

Email applications to CIAF Chair Tom Mosby admin@ciaf.com.au

Via email you are required to submit:

- Attach your resume
- Attach a Cover letter addressing the selection criteria (no more than 2pages).
- Respond to the following questions in a separate attached document (no more than 500 words per answer).

- 1. Describe how you have improved the productivity/profitability in your current role and how you identified opportunities of improvement?**
- 2. Describe what you've done to develop new and creative solutions to business problems – provide two (2) examples along with specific approaches you deployed.**

NB: Interviewed applicants who process to the next stage of the recruitment process will be required to complete a 'Disclosure of existing condition and health declaration' form and a Police check.

Applicants must have the legal right to work in Australia and agree to undertake necessary pre-employment checks.

