

## **Western Edge Youth Arts**

3 Harris Street, Yarraville

03 8658 4052 | [westernedge.org.au](http://westernedge.org.au)

The logo for Western Edge Youth Arts is a red, angular shape with the text "WESTERN EDGE YOUTH ARTS" written in white, bold, uppercase letters. The text is arranged in three lines, following the shape of the logo.

**WESTERN  
EDGE  
YOUTH  
ARTS**

## **Western Edge Youth Arts General Manager**

### **About Us**

Western Edge Youth Arts (WEYA) is a not-for-profit arts organisation, working with young collaborators from the western suburbs of Naarm (Melbourne). Using the principles of cultural safety, intersectionality and accessibility, WEYA provides a space for young people to explore creativity, learn new artistic practices, and develop leadership skills. The communities we work with face structural inequalities that present significant challenges when pursuing a career in the arts. WEYA constructs supportive, sustainable and empowering career pathways for young people to achieve their own creative agency.

WEYA works with over 300 young collaborators, and approximately 35 Support Artists, Lead Artists, professional guest artists, and creatives. Each year we partner with multiple local councils, schools, community service organisations, local businesses and venues, to deliver approximately 170 workshops, creative projects, and performances for over 2000 audience members.

WEYA is entering an exciting new era of long-term development, partnering with new collaborators and exploring innovative ways of engaging with the community. In order to support this growth, the core WEYA team is undergoing a period of expansion and restructure, with new administrative and creative personnel to be recruited in the next twelve months.

## About You

WEYA seeks an experienced and motivated General Manager to help guide the organisation in the next stage of its development as a leading youth arts company based in Melbourne's western suburbs.

The General Manager maintains a mutually respectful relationship with WEYA's two Co-CEOs/Artistic Directors and its Board, in order to steer the strategic and artistic direction of the company. You will be accountable across a number of areas including finance, human resources, philanthropy, operations and governance. You will also be responsible for managing a small, dynamic team of professionals through a period of transition as the company develops new strategies and processes of safely and effectively working with the community.

Prospective candidates should be experienced in arts management or the community sector, have excellent communication skills, and a proven track record in financial management and grant-writing/acquittal. Experience in the youth or community arts sector, culturally-safe practice and community psychology is highly desirable.

## Relationships

Reports to: Co-CEOs/Artistic Directors, Board of Directors

Direct Reports: Bookkeeper, Communications Coordinator, Production/Stage Manager, Administration Assistant (and other positions to be recruited)

## Key Objectives of the role

### *Strategic and Organisational*

- In consultation with the WEYA Board of Directors and Co-CEOs/Artistic Directors, facilitate, create and implement the company's annual and five-year Strategic Plans.
- In conjunction with the Co-CEOs/Artistic Directors, effectively lead a team of staff to ensure the timely, cost-effective and sustainable delivery of high-quality programs.
- Oversee adequate and timely preparation of Board and funding body deliverables, including regular Board reporting, funding applications, acquittals updates and provision of statistical data.
- Maintain strong relationships and networks across WEYA's stakeholders, all levels of government, philanthropic supporters, arts industry and program participants.

### *Human Resourcing*

- Be responsible for recruitment and ongoing HR management within the organisation.
- Develop and manage comprehensive HR policies and procedures regarding staff behaviour, ICT management, Health and Safety and other legal governance matters, and ensure that all employees, contractors and volunteers are aware of and adhere to the policies.
- Manage the performance of direct reporting personnel, and promoting an organisational culture centred around growth, innovation, collaboration, positivity and safety (physical, mental and emotional).

### *Financial and Operational*

- Develop the company's financial sustainability practices through a diversified funding structure, including government, sponsorship, philanthropic and entrepreneurial opportunities.
- In conjunction with the Co-CEOs/Artistic Directors, develop and adhere to annual and project budgets.
- Manage and maintain payroll, cashflow, financial systems and liaise with Bookkeeper.
- Manage budgets and financial reporting for artistic applications and acquittals.
- Ensure WEYA is compliant with all financial and statutory requirements. This includes ensuring that policies and procedures are current, and financial systems are robust.

### *Marketing and Profile*

- In conjunction with the Co-CEOs/Artistic Directors, maintain a strong presence within the arts and youth/community sectors.
- Manage the Communications Coordinator, who will develop and implement marketing and publicity plans for WEYA and its artistic output.

### **Key Selection Criteria**

1. A high-level of cultural competency, an understanding of culturally-safe, intersectional practice and experience with First Nations People, People of Colour and structurally disadvantaged communities. Where such experience may be lacking, an ability to articulate your skills gap and identify approaches to building your own knowledge capacity is required.
2. Alignment with WEYA's core values: Inclusivity, Empathy, Respect, Transparency, Safety, Access and Equity.
3. Experience in a similar position within an arts organisation, community sector or related industry.

4. Proven leadership skills, particularly extensive experience leading a growing team in a dynamic environment.
5. Proven conceptual, analytical, strategic and creative thinking skills with an innovative approach to excellence, goal achievement and workable solutions - process and outcomes driven.
6. Experience in guiding the strategic direction of a small-medium arts or community-based organisation, including the ability to develop and implement long-term processes and procedures.
7. Excellent financial management skills and demonstrated experience, including budgeting and cashflow management.
8. Success in fundraising and stakeholder management; excellent verbal and written communication skills.

This position is based in Yarraville, Melbourne.

Salary commensurate on experience, please contact to discuss.

**First Nations People, and People of Colour, are strongly encouraged to apply for this position.**

**Applications close on 11:59pm, Sunday 26 July 2020**

**Please send your resume and a cover letter addressing the key selection criteria to [penny@westernedge.org.au](mailto:penny@westernedge.org.au). Call 03 8658 4052 for more information**