

# POSITION DESCRIPTION

Position Title: General Manager

FTE: Full-time

Reports to: Director/ CEO and to the Board as required.

Direct Reports: Front of House Manager, Finance Officer, Operations Manager and external contractors.

Key Relationships: Internal: PICA Board, all other PICA Staff

External: Key funding agencies, presenting and producing partners, corporate partners, co-tenants, service providers and other key stakeholders.

**POSITION SUMMARY**

Working closely with the Director/CEO, the General Manager is responsible for PICA’s business, financial, human and physical resources of the organisation. The General Manager ensures that the organisation has the resources required to achieve its goals and that its day-to-day operations run smoothly and efficiently and that the Director/CEO and Board of Directors are fully informed of PICA’s financial position and corporate activities.

**KEY RESPONSIBILITIES:**

**Strategic Direction**

* Support the Director/CEO and the Board in the development and implementation of PICA’s Strategic Plan and complimentary strategies including Sustainability plans and Risk Management plans
* Together with the Director/CEO, ensure the strategic goals and key performance indicators (KPIs) are achieved and reflected in operational plans and activities
* Analyse and report on organisational performance against KPIs and address any key strategic and operational issues likely to affect the company’s performance.

**Operational Management**

* Oversee contract management - including staff, artists, partnerships, venue hire, sponsorship and other services
* Ensure the organisation complies with statutory obligations, including tax, superannuation, insurance, Workplace Health & Safety (WHS), Copyright Law, Indigenous Cultural & Intellectual Property, ACNC and ASIC requirements
* Work with the team to implement policies and procedures for best practice in organisational culture and management
* Oversee operational requirements including building and office equipment, IT and communications, security, cleaning, vehicles, licensing and record keeping requirements
* Manage the renewal of PICA’s insurance cover including public liability, workers compensation and fine art insurance.
* Work with the Operations Manager to ensure that the building is maintained in optimum condition, at all times
* Support the CEO in relation to PICA’s lease and relationship with key stakeholders
* Support the Board and Director/CEO in the preparation of capital works submissions, plans and budgets.
* Participate in bi-monthly Work Health & Safety Subcommittee meetings, reporting activity to the Board.

**Financial Management**

* Act as PICA’s chief financial officer, managing the Finance Officer and reporting to the Director/CEO and PICA Board
* Work with the Director/CEO and Treasurer to develop, manage and monitor the annual operating, long-range forecast and capital expenditure budgets, testing scenarios as required
* Prepare budgets and financial support materials for funding submissions and acquittals
* Develop budgets for funding applications and acquittals as required.
* Monitor expenditure across the organisation and work with budget managers to ensure expenditure stays within approved limits
* Monitor earned income and work with budget managers to ensure annual income targets are met
* Oversee and monitor financial processes and ensure best practice financial systems and processes are in place
* Oversee the preparation and delivery of all financial information for the Director/CEO and Board
* Manage the annual audit, in partnership with the Finance Officer, for the development of the annual financial statements
* Supervise PICA’s banking activities and act as one of the bank account signatories
* Develop, implement and manage strategies to produce optimum returns from income generating activities, such as venue hire, retail and other entrepreneurial initiatives.

**Human Resources**

* Cultivate a safe, positive and supportive workplace for all staff and volunteers, in line with PICA’s values
* Implement and maintain best practice Human Resource systems and policies, including recruitment, contracting, induction processes and leave policies
* Provide organisation-wide Human Resource Management including overseeing day-to-day staff wellbeing, performance management and annual review, professional development for staff (individuals and as a team) and exit interviews
* Manage the performance of the Finance Officer, Operations Manager, and Front of House Manager.

**Governance**

* Act as Company Secretary for the Board of Directors and ensure compliance with all legal and constitutional requirements
* Keep the Director/CEO and PICA Board well informed about issues pertaining to key business development strategies, WHS and other compliance, legal or financial risks
* Coordinate the preparation and distribution of board agenda and papers in conjunction with the Chair and Director/CEO
* Coordinate the Annual General Meeting including collecting board nominations and notification of upcoming meetings.
* Participate in the Finance & Risk Subcommittee
* Attend board meetings and report on financial and operational matters
* Take and distribute minutes of board meetings
* Ensure all appropriate board policies are developed, approved and implemented.

**General**

* Deputise for the Director/CEO where required.
* Productively and positively engage with all PICA staff in a coordinated approach to business and operational management
* Represent PICA at relevant public events, openings and industry forums, as required.
* Undertake general administrative duties as required.

# POSITION ACCOUNTABILITIES

The following accountabilities relate to the organisation’s KPIs:

* Smooth functioning of PICA’s operational systems and procedures
* Achievement of annual budget income and expenditure estimates
* Maintenance of best practice financial systems and processes
* A safe, inclusive, productive and happy workplace.

**SELECTION CRITERIA**

**Essential**

1. Minimum of 10 years’ experience in a similar position in an arts organisation or related industry
2. Tertiary qualification in arts management or a related discipline
3. Excellent financial management skills and demonstrated experience, including budget and cash flow management.
4. Comprehensive understanding of financial statements including profit & loss and balance sheet
5. Proven experience leading small and multi-disciplinary teams, in a dynamic environment
6. High level business acumen and proven ability to successfully manage the day-to-day operations of an arts organisation and build financial resources
7. Ability to see the big picture, whilst maintaining attention to detail
8. Outstanding communication and interpersonal skills.

**Desirable**

1. Knowledge of, and experience in, the Western Australian arts sector
2. Western Australian C Class (or other Australian state equivalent) driver’s license
3. Current National Police Check (can be provided on offer of appointment).