

POSITION DESCRIPTION

GENERAL MANAGER

Stonnington Symphony is a not-for-profit, registered charitable organisation based in Melbourne's south-eastern suburbs. It is widely regarded as one of Australia's finest community orchestras, as well as being a flag-ship community arts organisation in the City of Stonnington. Its mission is to produce professional-standard, affordably-priced concerts, attractive to a broad spectrum of the community, in readily accessible venues.

TITLE General Manager

TERMS

- 0.5 FTE (19 hours per week)
- Annual Salary \$60,000 (pro rata) paid fortnightly inclusive of super
- 12-month contract with renewal on mutual agreement and subject to funding
- Mixture of fixed and flexible working hours (attendance at most orchestral activities required, otherwise flexible on timing and location of activities)
- Notice period of 3 months by either party

CORPORATE STRUCTURE

The General Manager is appointed by the Committee of Management chaired by the President, and reports to the Committee of Management at regular meetings (with a minimum of 6 meetings per year).

The General Manager must consult with the Committee of Management about strategic issues, may recommend courses of action to the Committee of Management, and is bound by the Committee of Management's decisions.

The role of the General Manager is to advise the Committee of Management on strategic, planning, and operational issues, and to implement their decisions, as well as continue the day-to-day functioning of the organisation.

KEY ROLES AND RESPONSIBILITIES

The General Manager works with the Committee of Management and Artistic Director to ensure the ongoing sustainability of Stonnington Symphony. The role is hands-on at rehearsals and concerts, as well as office-based or working from home for administrative tasks.

The General Manager must identify and engage with all stakeholder groups including but not limited to players, sponsors, City of Stonnington, audiences and the local community.

The General Manager is responsible for managing all aspects of the orchestra, with the exception of Artistic Planning where the General Manager plays a supporting role to the Artistic Director. These areas are broadly defined as Operations, Finance, Human Resources, Marketing, Development and Fundraising.

PERFORMANCE MANAGEMENT

The position is subject to an annual appraisal with members of the Committee of Management.

SKILLS AND QUALITIES

Required

- Good written and verbal communication skills
- Ability to work independently
- Collaborative and cooperative work style
- Ability to work with a broad range of individuals and organisations
- Demonstrated ability to plan and manage schedules and budgets
- A keen understanding of the classical music industry, particularly in Melbourne
- A keen understanding of community organisations and their function

Desirable

- Computer skills including Microsoft Office, Xero and Canva or other design apps
- Arts Management and/or industry experience
- Access to own vehicle

TASKS AND DELIVERABLES

Operations

- **Concert and Event Planning**
 - Create and implement the annual rehearsal and performance schedule
 - Make venue bookings
 - Engage and contract professional artists where necessary, as instructed by the Committee of Management and/or Artistic Director
 - Hire instruments as required
 - Hire staging and other equipment as required
 - Hire sheet music as required
 - Prepare sheet music and scores as required
 - Produce documentation (ie: rehearsal schedules, run sheets, stage plan)
 - Risk assessment and liaison with council on health & safety matters
- **Front of House & Ticketing Administration**
 - Create and implement schedule
 - Recruit and manage volunteers and paid bar staff
 - Create events using online booking portals
 - Take phone ticket bookings as required
 - Send VIP invitations
 - Manage bar stock and licensing
 - Manage all aspects of the concert day
 - Sales – ensure accurate records are kept, count & bank concert takings

Office Administration

- Smooth running of day-to-day administrative tasks
- Correspondence – internal and external
- Renewal of memberships and subscriptions appropriate to the orchestra
- Recording and reporting of membership information
- Database maintenance
- Maintenance of policies

Finance

- Manage accounts payable and accounts receivable
- Financial recording keeping using Xero, supported by the Treasurer
- Create and manage the annual budget in conjunction with the Treasurer
- Monitor expenditure, ensuring economies where possible
- Manage online banking

Governance

- Work with, and advise the Committee of Management to ensure the organisation meets legal and governance requirements
- Negotiate and manage all contracts entered into
- Ensure the timely submission of grant applications, acquittals and reports
- Keep abreast of changes and developments that may affect the orchestra
- Maintain all insurances required of the organisation

Human Resources

- Working with the Artistic Director to contract artistic personnel
- Develop, issue and manage contracts
- Recruit and manage concert and office administration volunteers

Marketing

- Develop and implement a marketing and communications strategy for the organisation and each program
- Develop and manage design and production of marketing materials
- Develop and manage the organisation's website
- Create and circulate media releases
- Coordinate distribution of marketing materials
- Research and develop publicity opportunities
- Develop and collate post-event survey information

Development & Fundraising

- Seek out and secure funding and sponsorship (including local government and private sectors)
- Develop partnership agreements
- Negotiate and manage sponsor requirements
- Report as required – acquittals, seasonal reporting
- Create and develop networks with other arts organisations, as well as with potential sponsors and donors