

## POSITION DESCRIPTION

<b>Job Title:</b>	Chief Executive Officer
<b>Job Type:</b>	Full-time
<b>Location:</b>	Darwin, Northern Territory
<b>Department:</b>	Operations
<b>Reports to:</b>	Chair, Darwin Festival Ltd board
<b>Remuneration:</b>	Commensurate with experience
<b>Date Prepared:</b>	December 2019

### SUMMARY

Darwin Festival is northern Australia's leading 18-day international multi-arts festival.

Attracting attendances of more than 148,000 and delivering 200+ performances across 30 venues annually, the 2019 Darwin Festival featured 600 local, national and international artists, and was delivered by 112 staff supported by 126 Festival volunteers.

With ticket sales and the number of participating artists more than doubling across the past three seasons, Darwin Festival is fast establishing itself as Australia's hottest international winter arts festival.

### ROLE DESCRIPTION

The Chief Executive Officer will provide executive leadership to ensure the annual delivery of the Darwin Festival in accordance with the objectives of the Board-endorsed Darwin Festival Strategic Plan.

The Chief Executive Officer will manage the financial, material and human resources required to undertake the successful annual delivery of Darwin Festival. The Chief Executive Officer will manage the master budget and cash flow, manage the staff base, assist in the development of corporate and funder relationships, and oversee the safe and successful delivery of the annual program of events.

The Chief Executive Officer is responsible for the strategic direction, vision and health of the organisation and the implementation of the Darwin Festival Strategic Plan.

The Chief Executive Officer oversees all departments and has direct reports from the managers of the Operations, Finance, Programming, Marketing, Development, Production, Ticketing and Bars departments. The Chief Executive Officer fosters collaboration and teamwork between departments and assists managers with the tasks of securing the financial, material and human resources required to deliver the Festival.

The Chief Executive Officer holds key external relationships with government funders and agencies, corporate sponsors, partners, media, suppliers and the general public.

The Chief Executive Officer holds key relationships with all internal Darwin Festival stakeholders including the staff and board.

## KEY RESPONSIBILITIES

### 1. Strategy & Policies

- Implement and refine the board-endorsed Darwin Festival Strategic Plan
- Implement and refine the Darwin Festival Finance Management Policy & Procedures
- Implement and refine the Darwin Festival Event Risk Management Strategy
- Implement and refine all other company policies and procedures contained in the Darwin Festival Employment Policy Handbook
- Other ongoing strategic planning and implementation against performance indicators

### 2. Financial Management

- Prepare the board-endorsed master Darwin Festival budget comprised of the combined operational and event-delivery budgets
- Implement and monitor the master budget against cash flow projections
- Strategically and critically assess and manage the organisation's short-term and long-term financial prospects
- Review regular departmental financial reports in open consultation with managers
- Consistently test and review finance systems to maintain integrity and create efficiencies

### 3. Staff Management

- Select and appoint core staff in collaboration with the Finance & HR Manager
- Authorise and approve the appointment of short-term, casual and contract staff in consultation with department managers and collaboration with the Finance & HR Manager
- Manage the day-to-day activities of core staff and endeavor to provide professional development opportunities upon request
- Provide annual performance reviews for core staff
- Oversee the correct implementation of WHS practices in Darwin Festival offices and venues
- Ensure the Incident Register is maintained and manage WorkCover claims
- Stay informed of updates to Fair Work and other industry award regulations and compliance

### 4. External Engagement

- Engage with local and NT government funders and agencies to ensure continued business development and diversification
- Assist managers in engagement with government funders and grantors
- Develop strategies to further engage corporate sponsors, private donors and philanthropists
- Manage corporate communications in collaboration with the board and the Marketing & Communications Manager
- Act as media spokesperson for the organisation

### 5. Event Delivery

- Identify, plan and manage the financial, material and human resources required to mount the annual program of events
- Oversee the artistic and production development of the program in collaboration with the Artistic Director, Programming and Production departments
- Implement the Darwin Festival Event Risk Management Strategy to manage issues or threats associated with event delivery
- Assist departments with delivery and ensure the timely approval of payments and contracts

- Oversee the correct implementation of WHS practices in Darwin Festival venues
- Take responsibility as licensee for all Festival-operated bars

#### **6. Reporting & Accountability**

- Report regularly to the Darwin Festival Ltd board
- Maintain Darwin Festival Ltd's regulatory compliance with ASIC, ACNC and ATO
- Assist in the completion of the annual independent external audit
- Remain informed on Territory and Federal laws regarding not-for-profit regulatory requirements and operations
- Oversee the execution of local, NT and federal government grants to ensure deliverables are met and acquittals submitted on time
- Other duties as directed by the Chair of the board

### **KEY RELATIONSHIPS**

#### **Internal Relationships**

The Chief Executive Officer holds key relationships with all internal stakeholders. The Chief Executive Officer oversees all core, short-term, casual and contract staff, and receives direct reports from the Artistic Director, Finance & HR Manager, Marketing & Communications Manager, Production Manager, Development Manager, Ticketing Manager, Bars Manager, Festival Administrator and Program Producer on day-to-day matters. The Chief Executive Officer reports to the Chair of the Darwin Festival board.

#### **External Relationships**

The Chief Executive Officer maintains positive and dynamic working relationships with key external stakeholders including, but not limited to, government funders and agencies, corporate sponsors, partners, media, suppliers and the general public.

### **KEY COMPETENCIES**

#### **Accountabilities**

- Demonstrate the successful management of resources to undertake the annual delivery of the Darwin Festival in accordance with the objectives of the board-endorsed Darwin Festival Strategic Plan.
- Demonstrate the ongoing development and organisation-wide implementation of Darwin Festival strategies, policies and procedures.
- Demonstrate sound financial management of the Darwin Festival master budget against cash flow.
- Demonstrate accuracy and transparency across Darwin Festival's financial activities, projections and systems.
- Demonstrate responsibility for Darwin Festival Ltd's regulatory compliance and audit.
- Demonstrate adherence to the Darwin Festival Finance Policy & Procedures as well as other organisational policies and procedures.
- Demonstrate sound staff management, the fostering of a collaborative team environment and WHS compliance.
- Deal with internal and external stakeholders professionally at all times to uphold, enhance and further the professional profile of Darwin Festival.
- Demonstrate excellent verbal and written communication skills, and display leadership as a

- team player with a positive, collaborative and inclusive attitude.
- Submit regular board reports that show the true position of the Darwin Festival budget, cash flow, expenditure and activities.
- Demonstrate confidentiality and discretion regarding executive and financial matters.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

### Qualifications

- Relevant tertiary qualifications and/or a strong background in major event management, financial management, artistic programming and administration

### Experience

- At least five years' relevant experience in major event management, arts organisation management, financial management, artistic programming and/or administration
- Extensive experience developing budgets, monitoring cash flow against budget and producing high-level financial and operational reports
- Extensive experience developing and implementing strategies and policies in the not-for-profit arts sector
- Extensive experience in day-to-day organisation management in compliance with regulations, policies and procedures
- Experience in staff management, regulations and compliance
- Experience in audit and company regulatory compliance
- Experience and knowledge of WHS policy and procedures desirable
- Experience in multi-venue, multi-day event delivery desirable
- Experience in the not-for-profit sector and specifically in the arts desirable

### Skills

- Excellent interpersonal and communication skills and the ability to build a rapport with a range of stakeholders to encourage cooperation and collaboration
- Highly superior organisational skills and project management skills with an ability to work in a systematic way to prioritise workload and provide direction to others
- Sound financial acumen and analytical skills
- Strong initiative, attention to detail and the ability to troubleshoot under pressure
- Excellent computer skills, particularly MYOB and Excel
- A leader and team player with a positive, collaborative, respectful and inclusive attitude

## ESSENTIAL SELECTION CRITERIA

- Relevant tertiary qualifications and/or a minimum of five years' experience leading a small to medium-sized arts festival or organisation, or similar experience in event management, arts financial management, artistic programming and arts administration
- Experience developing operational budgets, monitoring cash flow against budget and producing high-level financial and operational reports
- Experience developing and implementing strategies, policies and procedures
- Experience in not-for-profit regulatory compliance and WHS desirable
- Superior organisational skills and project management skills with an ability to work in a systematic way to prioritise workload and provide direction to others
- Excellent interpersonal and communication skills
- Excellent computer skills, particularly MYOB and Excel

- Sound financial acumen and analytical skills
- Strong initiative, attention to detail and the ability to troubleshoot under pressure
- Experience in the not-for-profit sector and specifically in the arts desirable