



POSITION DESCRIPTION

2 POSITION ACTING GENERAL MANAGER

The Acting General Manager acts as the chief executive officer of the Association.

- 2.1 **Duration of Contract:** 6 months
- 2.2 **Position Supervisor:** Board of Management
- 2.3 **Position Relationships:**

Internal relationships:

At the direction of the Gasworks Board and on behalf of the members, the Acting General Manager leads Gasworks Arts Park officers and project staff in the development and management of the precinct and the presentation of arts events, projects and programs.

- 2.3.1 Works with the Board of Management in all matters pertaining to the strategic objectives of the precinct;
- 2.3.2 Supervises operational, program and administrative staff, casual, temporary or contract personnel;
- 2.3.3 Works co-operatively with artists and arts organisations that hire space and/or facilities at Gasworks Arts Park

External relationships:

- 2.3.4 Works co-operatively with the City of Port Phillip councillors and officers on matters in which Gasworks and the City are involved and creates liaison between Gasworks and the Council staff;
- 2.3.5 Liaises with funding bodies including the State and Commonwealth agencies, philanthropic entities, donors and sponsors;
- 2.3.6 Facilitates the development of partnerships between Gasworks, community and service organisations, schools and business.

- 2.4 **Subordinate Positions:**
All staff

3 PRIMARY OBJECTIVE

- 3.1 In accord with the Objectives of the Association, the content of the annual Business Plan and the annual work plans and budgets, the Acting General Manager supervises the administration of the Association, the management of the facilities and staff of the precinct and facilitates the artistic development of Gasworks.

4 RESPONSIBILITIES

- 4.1 **Policy & Planning:**
 - 4.1.1 Supports and facilitates Board decision making on strategic priorities for the artistic program, service delivery, organisation and facilities development
 - 4.1.2 Makes recommendations to the Board regarding policies to achieve the strategic priorities
 - 4.1.3 Makes recommendations to the Board regarding the resource implications of the Business Plan.

- 4.1.4 Assists Strategic Study consultants, Brecknock Consulting and Andrew Bleby, in the completion of a current City of Port Phillip/Gasworks strategic study
- 4.1.5 Works with City of Port Phillip in the planning of the next Service Agreement with the City.

4.2 Artistic Program:

- 4.2.1 With programming staff, implements the artistic program, utilising the skills of the staff, project works and contract staff
- 4.2.2 Supports new forms of programming and projects that realise the strategic objectives of the precinct.
- 4.2.3 Liaises with staff, artists and organisations who lease facilities within the precinct to ensure that they are operating to their best potential.
- 4.2.4 Ensures submissions are made to funding bodies, philanthropic entities for program and project activities

4.3 Administration and Operations:

- 4.3.1 Manages the human resources working in artistic and administrative contexts at Gasworks;
- 4.3.2 Utilizing the human resources of Gasworks manages the facilities of the Park in accord with the Service Agreement between Gasworks Arts Inc and the City of Port Phillip, including liaison with City officers regarding the capital works program of the precinct;
- 4.3.3 Oversees the leasing and contractual relationships between Gasworks and the artists, organisations and individuals who lease or hire facilities at the precinct.
- 4.4 Other duties as directed by the Board.
- 4.5 Carry out such duties as directed and as are within the limits of the officers skill, competence and training and relevant to the overall functioning of Gasworks Arts Park.

5 ACCOUNTABILITY AND EXTENT OF AUTHORITY JUDGEMENT AND DECISION MAKING.

- 5.1 It is the responsibility of the General Manager to work within a mutually agreed annual work plan.

6 QUALIFICATIONS, SKILLS AND EXPERIENCE

6.1 Essential

- 6.1.1 Demonstrated management and administrative experience including staff supervision;
- 6.1.2 Proven leadership qualities;
- 6.1.3 Understanding of current legislation around employment and awards;
- 6.1.4 Knowledge of and enthusiasm for community-based arts practise and experience in the development and organisation of projects and events;
- 6.1.5 High level interpersonal skills and experience of working with a diverse range of people;
- 6.1.6 Demonstrated experience in setting and working to budgets;
- 6.1.7 Knowledge of State, Commonwealth and other funding sources, and experience in writing grant applications;
- 6.1.8 High level verbal and written communication skills;
- 6.1.9 Computer and software literacy (Microsoft / PC);
- 6.1.10 Ability to prioritise, to set and meet deadlines;
- 6.1.11 Ability to work comfortably in a team environment.

6.2 Preferred

- 6.2.1 Current, unencumbered Victorian Driver's Licence;
- ~~6.2.2~~ Tertiary qualifications relevant to the position or equivalent field experience.