

Arts Industry Council of South Australia

GENERAL MANAGER

Position Description

The General Manager is a newly created 0.4 FTE role supporting the operations of the Arts Industry Council of South Australia (AICSA). Reporting to the Chair of AICSA and its Executive Committee, and supported by a bookkeeper, the General Manager is responsible for the coordination and administration, communications and financial management of AICSA.

This position suits someone who is passionate about, has knowledge of and experience in the arts and cultural sector. As this is a part time role, it is likely you are already working in the sector in other ways. You may be an artist or creative producer with a flair for admin, comms, governance, and advocacy. You are quick on your feet, a great communicator, a systems person, and you ideally have experience working with boards and committees.

Key Responsibilities and Duties

Administration

- Efficient preparation and coordination of the Executive's regular meetings
- Management of accounts payable and receivable and financial reporting to the Executive
- Documentation and keeping of the Council's records in accordance with industry standards and the requirements of the Incorporations Act
- Provision of up to date membership records, servicing the annual members renewal process and processing new member information

Program Coordination

- Assist the Executive in the implementation of strategic activities to promote a greater understanding of the needs and concerns of arts and culture sector in South Australia
- Assist with driving and delivering a range of fundraising projects
- Provision of administrative, coordination and promotional services for events and forums

Communications

- Prepare and distribute regular e-newsletters for AICSA members
- Prepare and distribute media releases and public statements in coordination with the Executive
- Liaise with government, media and other stakeholders in coordination with the Executive
- Maintain and develop the website as a key information tool for the Council's work
- Monitor information and bring to the attention of the Executive Committee any matters of relevance impacting on the SA arts industry, and assist in the preparation of responses as required
- Lead the social media presence and/or curation of social media

Role Information and How to Apply

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| Location | Adelaide / WFH |
| Reporting to | Chair |
| Working with | Executive Committee, bookkeeper |
| Position type | Part time 0.4FTE. Probationary period of four months |
| Salary details | \$80,000 per annum pro rata + 10% superannuation |
| Employment period | One year from commencement in April 2022 |
| How to apply | Email an expression of interest consisting of a covering letter outlining your suitability for the role, a CV, and the contact details of two professional referees to info@aicsa.net.au addressed to Jessica Alice, Chair of AICSA. EOIs will be accepted until 11:59pm 23 March. |