

SOUTHERN YOUTH THEATRE ENSEMBLE (SYTE)

EXECUTIVE OFFICER



JOB+PERSON SPECIFICATION

Position Outline

Reports to:	Board of Management (SYTE)
Position type:	Part time (0.8 FTE)
Salary range:	\$55,000 - \$60,000 p.a.
Duration:	12 month contract with scope for renewal

Southern Youth Theatre Ensemble is a not-for-profit youth theatre organisation with the aim of producing a number of theatre productions and workshops for young people aged between 4 and 26. The company is a vital part of the local youth and cultural landscape in the southern region and places a high value on the role it plays in the community.

The office is located in Port Noarlunga, 42 Km south from the Adelaide CBD.

SYTE restructured in 2009 to increase capacity and grow in scale both the size of its business and the quality of artistic productions it undertakes. Reporting to the Board of Management the Executive Officer will be responsible for implementing the artistic vision and casting the strategic direction of the organisation within sound artistic and community cultural development principles as well as sustainable business practices.

SYTE will conduct a police check and a “working with Children” check with regard to any current or future employee.

Job Description

The Executive Officer is primarily responsible for all aspects of the management of SYTE ‘s operations including staff supervision, finance management and implementing SYTE’s 2010/2013 Strategic Business Plan. It is expected that the Executive Officer will liaise extensively with cognate, local youth networks and remain apprised of current trends in the youth arts and community sector; as such the successful incumbent will need to be available to work outside of business hours as required.

Duty Statement

Implement SYTE's Strategic Business Plan and all required aspects of management of the organisation's operations. Follow-up and action Management Committee decisions with regard to organisation operations and business management and provide ongoing business planning recommendations to the Management Committee.

Recruit, engage and manage suitable artistic and operations staff and volunteers for all company activities. Provide professional support and development opportunities for staff and volunteers employed by SYTE. Settle employment contracts and conditions and provide supervision and operations support for SYTE tutors, and supervision of volunteers and work experience/trainees.

Maintain and develop (where necessary) office procedures including record keeping and succession planning. Oversee growth and maintenance of membership of the company and associated administrative needs including database management. Be responsible for the financial management of the company including planning, monitoring and preparation of program, operation and project budgets. Manage company cashflow and prepare payroll, taxation, superannuation and WorkCover.

Oversee promotional activities including the preparation of publicity and marketing materials, representing SYTE in public forums where required, liaise with community, government and interstate agencies, and general publicity.

Oversee and follow up on activities necessary to the funding of the company's operations including oversight of production and project briefs for the preparation of grant applications. Liaise with relevant funding bodies, record keeping for the acquittal of grant funds, and contribution to sponsorship, fundraising events or other fundraising proposals/activities.

Provide operation reports to the Management Committee and attend Management Committee meetings. Provide secretariat role for the Management Committee and ensure regular communications and meetings (e.g. monthly). Oversee the preparation of all company documentation including policies, procedures and the Annual Report and ensure compliance with all legal requirements of an incorporated association in South Australia

Implement and oversee the day-to-day administration of the company as required.