

<b>Position title:</b>	<b>General Manager, Critical Path</b>
<b>Based at:</b>	The Drill Hall, Rushcutters Bay
<b>Reporting to:</b>	Director
<b>Rate of pay:</b>	\$62,400 pro rata (plus superannuation)
<b>Days per week:</b>	3 days/week
<b>Starting:</b>	6 Jan to end 2020 (current funding confirmed)

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We are seeking a dedicated, creative and rigorous person to join our small team.

### **Who we are**

Critical Path creates spaces for independent choreographic practitioners to pursue their practice without immediate recourse to production. The core of our work is artistic research and development opportunities. CP provides perspective on practice and tools for interrogation.

From our home in Sydney we work across NSW, with national partners and contexts and internationally to provide the frameworks and inputs for dancer makers and choreographers to reflect, explore, experiment and exchange. Our programs are a catalyst for ideas and process that expand and strengthen artists' practice and the wider sector. Critical Path nurtures diversity and excellence in a supportive critical environment.

<http://criticalpath.org.au/about/>

### **The Role**

As a key member of a small team, you will help deliver excellent stakeholder relationships, securing resources and support for the organization (public and private).

Working closely with the Director and Board to successfully achieve the organisation's goals and strategic plans. With the Director you will develop, implement, run and acquit short and long-term planning strategies for Critical Path including program and multi-year funding applications and any other programs that will benefit the key goals of the organization.

You will take the lead on financial management, reporting to the Director (CEO); providing effective financial management (day to day and against agreed budgets), with the support of a financial consultant and CP's Treasurer in dialogue with the Director.

You will manage the operational aspects of Critical Path including office, board and marketing. This includes line-management of the Administrator (0.5) and any interns & volunteers.

### **Key Responsibilities**

- Banking and financial record keeping in consultation with the Treasurer including day to day processing, preparing and writing financial reports for the Board, administering the annual financial audit and preparing the annual budget.\*
- Research funding opportunities and work with the Director in drafting funding applications and acquittals, and associated budgets.
- Coordinate the governance of the organisation including attending Committee meetings, taking and distributing minutes and meeting government requirements.
- Responsible for implementing and maintaining office systems. Respond to and handle all enquiries relating to the core business and manage general office administration duties.
- Co-ordinate the delivery of the Critical Path e-news and other marketing outputs.
- Co-ordinate and maintain the Critical Path database.
- Provide administrative support including liaising drafting selected contracts, carrying out inductions, and facilitating smooth project completion and evaluation

#### \*Finance Responsibilities

- Banking and financial record keeping in consultation with the Director and external Financial Consultant, including day to day processing, preparing financial reports for the Board
- Coding of payment invoices in MYOB
- Raising sales invoices as required
- Preparing and processing fortnightly payment runs
- Support Director in preparing annual budget
- Ensure end of year financial reporting delivered on time and accurately, with correct supervision
- Support Director in key stakeholder reporting
- Deliver the financial and related statistical elements for reporting to funders
- Preparing bank and account reconciliations
- Project set up and maintenance in MYOB in conjunction with project managers
- Managing and administering the annual financial audit relationship and related materials
- Ad hoc reporting as required

#### **What we are looking for**

You should have at least 3 years experience of relevant project, office, financial or other related management and delivery. Proactive, you will be confident to take forward work against agreed objectives and make appropriate decisions. Whilst self-motivated, you should be able to work as a part of a team in a cooperative and creative environment.

Financial processing and reporting knowledge and experience (we use MYOB). Excellent written and verbal communication skills with the ability and interest to work with stakeholders with diverse backgrounds and from different contexts. Excellent attention to detail and flexibility; ability to multi-task, problem solve, and work within a high pressure, live environment. You have strong IT skills. You should have a genuine interest in the performing arts and artistic research.

#### **Why join our team**

Critical Path has a very small team (Director, General Manager, Administrator and Producer) and therefore each team member understands, supports and on occasion covers the role of the other. This offers a dynamic opportunity for growth and experience within a lead organisation in the Australian arts sector. The support and strong relationships offered by the team is a key attraction to working with CP.

The position offers excellent on-the-job professional development to the right candidate.

The role holder works across all aspects of financial and organizational management and delivery, and communicates with a range of people - artists, industry, media and funding stakeholders. This diverse hands-on experience offers an engaging working environment.

It is an important role that supports the strategic aims and future development of the company.

To apply please email an **EXPRESSION OF INTEREST** (outlining your suitability for the role and your reasons for applying) with your **CV** and **TWO REFEREES** to CP's Director Claire Hicks:

director@criticalpath.org.au **by 10AM AEST, 26 November 2019**

**INTERVIEWS** will be held on **Friday 29 November**

If you have any questions please email us or call 9362 9403.