



Utp
INFORMATION FOR CANDIDATES:
GENERAL MANAGER- MATERNITY LEAVE COVER



Enoch Mailangi photographed by Sidney McMahon



WHO WE ARE

Utp is leading a not so quiet revolution of art that is socially responsive, inclusive and that reflects the diverse* nation we live in. We lead from the lands of the Darug people and acknowledge that sovereignty was never ceded.

Utp is a unique commissioning and producing organisation. We make long-term investments in collaborations with artists and/or communities from outside the dominant culture to give from to extraordinary ideas. We never do this alone, working with an exceptional set of **partners** to co-produce a year-round program of performance, dance, visual art, learning and community-led projects, unlike anything you have seen before.

Our curatorial model ensures projects are self-determined by artists and/or communities, challenging the dominant methodology of the lead Artistic Director to give rise to truly artist/community led projects.

We are committed to offering access-for-all to brilliant ideas, unusual experiences and critical thinking.

Art is not a luxury, it's for everyone.

**We are an intersectional organisation and define diversity as including First Nations peoples, those who live with disability, the LGBTIQ+ community and people from the many culturally and linguistically diverse communities who make up this country. This diversity is reflected in our team, in the artists and communities we work with and our audiences.*

OUR HISTORY

Find out more about our 41 year history [here](#).



POSITION DESCRIPTION

GENERAL MANAGER – MATERNITY LEAVE COVER

- Basis of employment:** Full time, maternity leave cover position.
- Contract:** Monday 5 April to Friday 12 November 2021.
- Salary Package:** From \$75,000 to \$90,000, dependent on experience.
- Employment Conditions:** 4 weeks annual leave (pro rata)
- Location:** Currently working from home, normally based at Bankstown Arts Centre
- Closing Date:** Sunday 17 January, 2021.
- Contact:** admin@utp.org.au

Additional Details Inclusion and diversity are priorities for Utp. We strongly encourage applications from Aboriginal and Torres Strait Islander individuals, applicants from Culturally and Linguistically Diverse backgrounds and Applicants from Western Sydney. Candidates who live with disability are also strongly encouraged to apply.

OVERVIEW

The General Manager (GM) ensures the efficiency and stability of daily operations and is the link between the artistic imperatives and business outcomes of Utp.

In conjunction with the Artistic Director/CEO, the GM is responsible for ensuring the financial and operational stability of the organisation. This includes human resources, governance, reporting, development and financial management as well as leadership and management of the marketing and administrative team.

The GM ensures that the AD/CEO and Board have access to high level advice with regards to the statutory, corporate and legal obligations of the organisation and oversees the reporting and effective management of compliance. With the AD/CEO the GM assumes an advocacy role for UTP within the broader community as well as with major stakeholders.



RESPONSIBILITIES

FINANCIAL AND OPERATIONAL MANAGEMENT

- Manage day to day finances of organisation across established financial processes. This includes managing the external finance company (Take Care of Books).
- Identify funding and other deadlines and prepare high level reports, acquittals and advice with regards to finances.
- Manage overall budget process including finance reports to the board and reforecasts as well as reviewing budgets submitted for project applications.
- Manage UTP's legal affairs and insurance to ensure the organisation is compliant and appropriately protected.
- Manage funding applications, government reporting, annual statistics, archival records and other high-level documentation with the artistic team and the AD/CEO.
- Provide artistic program, project and event support where needed.

HR/PERSONNEL MANAGEMENT

- Manage the Marketing and Administration team as well as provide advice to all team members as needed.
- Manage payroll, workers compensation (as needed) and insurance.
- Oversee the working conditions, management and regular performance appraisal of Utp staff and to ensure these align with Utp's objectives and policies, in compliance with all applicable enactments and regulations.
- Develop and maintain procedures and processes as needed.
- Manage OH&S for the organisation.

GOVERNANCE AND STAKEHOLDER MANAGEMENT

- Provide secretarial support to the Utp board including coordinating board meetings and papers, taking minutes of board meetings and organising the Annual General Meeting.
- Working with the Treasurer, AD/CEO and finance team, coordinate Finance and Risk Management board sub-committee including coordinating budgets and papers.
- Present the Finance updates, budget reforecasts and Finance and Risk Management papers at board meetings.
- Ensure that the AD/CEO and board have access to high-level advice with regard to the statutory, corporate and legal obligations of the organisations and oversee reporting and effective management of compliance.
- Support and service relationships with relevant funding bodies, sponsors and donors, including negotiating new relationships as needed.



BUSINESS DEVELOPMENT AND FUNDRAISING

- Alongside the AD/CEO and Senior Producer, develop, lead and implement Utp's fundraising strategy. This includes developing new philanthropic relationships and the growth and maintenance of existing relationships with a focus on Western Sydney.
- Identify, prepare, contribute to and deliver pitch documents, applications and presentations as needed.
- Alongside the AD/CEO and Senior Producer, service philanthropic and sponsor relationships as needed.

SKILLS

Essential

- Experience in a similar role
- Management/ HR experience
- High-level administrative skills
- Experience and knowledge working in not-for-profit organisations, governance and experience working with boards
- Extensive grant writing, writing experience
- Financial experience in creating, reading and interpreting budgets and finance board papers.

Desired

- High-level financial experience, including experience in Xero, budget creation/management/presentation, reading financial worksheets (including balance sheets and P&L's), intermediate excel
- Experience in managing an organisation

APPLICATION REQUIREMENTS

- CV/Resume no more than two pages
- A response to the selection criteria (essential and desired).

Closing date Sunday, 17 January, 2021.

Contact: admin@utp.org.au