

South Australian Living Artists (SALA) Festival Operations Manager Position Description



Title of Position: Operations Manager

Appointment: Full-time

Terms of Contract: 4 January 2020 – 30 September 2020 (9 months)

South Australian Living Artists Inc

Vision

To create and sustain an environment in which South Australian visual artists are supported, valued and celebrated.

Mission

SALA provides a range of opportunities and initiatives that celebrate and promote South Australian visual artists, locally, nationally and internationally. Initiatives include the annual SALA Festival, an innovative, community-based statewide festival.

Approach

SALA is committed to inclusivity, innovation, excellence, sustainability and accountability. SALA fosters a wide range of mutually beneficial collaborations and partnerships to achieve its Vision and Mission.

Summary of the Position and its Responsibilities/Duties

The Operations Manager is responsible to the CEO, South Australian Living Artists Inc. (SALA) for ensuring the smooth and effective operation of the SALA Festival and other programs. This senior role is responsible for overseeing organisational efficiency and managing a small team to deliver SALA's programs, meet partnership commitments and business compliance.

The incumbent will work closely with the CEO to achieve the objectives and goals of South Australian Living Artists Inc. focusing on general operations as well as reporting, and partnerships. The Operations Manager will work hands-on to motivate a small team administering various programs across SALA's peak and off-peak calendar. The Operations Manager will also prepare reports and acquittals for government and corporate partners and assist in the preparation of grant, philanthropic and sponsorship proposals.

SALA is seeking a highly motivated, energetic and hardworking individual who thrives in a small collaborative team environment. The role requires a flexible approach to work practices including off-site meetings, after hours, occasional weekend activities, and the capacity to move comfortably across a range of formal and informal social environments.

Internal: The Operations Manager reports to the CEO. The incumbent is responsible for providing sound, effective and accurate information to the CEO and key stakeholders regarding SA Living Artists Inc program, events and activities. Reporting to the Operations Manager are the Program Coordinator, Special Projects Coordinator and Development Coordinator.

External: The Operations Manager will be the support contact for SALA partners, sponsors, donors, funding bodies and philanthropic organisations. The Operations Manager liaises with various other stakeholders in the visual arts, state and local government departments and the business sector to achieve the objects of SALA Inc.

Special Conditions

Out of Hours Work	Some out of hours work will be required
Travel	To stakeholder meetings and intrastate may be required
Location	SALA office
Performance Targets	Required to participate in Performance Management.

Position Description

Organisation and staff management	Working in a hands-on capacity with a small staff to facilitate teamwork and a positive work environment.
	Managing project delivery and deadlines across multiple program areas with internal and external stakeholders.
	Advising staff on program and operational queries and assisting with decision-making and problem-solving of day-to-day matters.
	Assisting staff with external communications including providing direction, editing, proof-reading and content for eDMs, social media, website and other communications.
	Using Xero for basic HR functions including approving timesheets and staff leave requests.
Governance and organisational compliance	Writing Board reports, circulating Board papers, presenting Board reports, coordinating and attending sub-committee meetings.
	Managing annual financial audit with external auditor and SALA Finance Sub-committee.
	Monitoring organisational compliance obligations, lodging reports and statements.
Financial management	Managing day-to-day financial operations of the organisation including paying and raising invoices using Xero and online banking.
	Manage advertising in SALA publications and website for partners and the general public.
Partnerships and philanthropy management	Manage funding, stakeholder and partner relationships, supervising staff to ensure delivery of all SALA Partner agreement terms.
	Work with SALA CEO and team to plan and deliver events to maintain strategic relationships with current and potential SALA partners and stakeholders.
	Partner hosting at SALA Festival events including Program Launch, Opening Night, artists-in-residence events, business development days, PechaKucha Night, education program events, sponsor exhibitions, Finissage Awards night, and other as required.
	Work with SALA CEO and team to develop and execute annual fundraising campaigns.
Funding reporting and evaluation	Preparation of acquittals and reports for SALA's government partnerships.

	Support the preparation of funding and sponsorship proposals.
	Support the development of fundraising and philanthropic opportunities, planning and activities.
	Supervision in preparation of annual corporate partnership reports.
	Oversee data collection, monitoring and evaluation.
Occupational Health and Safety	Work in accordance with all legislative policies and practices including OHS&W and EEO and SA Living Artists Inc. policies and work instructions.
Other	Participating in staff meetings, strategic planning and other activities as required.
	Other reasonable duties as required.

KEY CRITERIA

ESSENTIAL

- The incumbent will have worked or studied in a relevant arts/festivals field with a strong interest in the arts industry
- Demonstrated experience in managing a team across multiple program areas in a hands-on capacity with ability to operate with initiative and work with minimal supervision
- Confident relationship management and negotiation skills and ability to liaise with a diverse range of stakeholders including government agencies, and the philanthropic and corporate sectors
- High-level proof-reading and editing skills
- Experience in grant, acquittal, and report writing and editing
- Possess excellent administrative, planning and data and time management skills to increase operational efficiency
- Experience with basic accounting and ability to work within budgets
- Proficient in MS suite of programs including Word, Excel, Outlook and competence across social media platforms

DESIRABLE

- An understanding of the administrative requirements of a Not for Profit organisation
- Experience reporting to a Board of Directors or similar
- Possess the ability to implement relevant operational policies
- Existing strong relationships with the local arts sector
- Event/Project management experience
- Experience in researching and developing funding, philanthropic support, or sponsorship opportunities
- Ability to use Content Management Systems and basic web graphics
- Current Drivers Licence

PERSONAL QUALITIES

- Excellent people skills
- Excellent verbal and written communication skills with meticulous attention to detail
- Lateral thinking and problem-solving skills
- Ability to work harmoniously and as part of a small team with a positive 'can-do' attitude
- Energetic, self-motivated and resilient
- Ability to thrive when working under pressure and to deadlines