

# WA YOUTH THEATRE CO

GENERAL MANAGER  
JOB PACKAGE



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# SUMMARY

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*WA Youth Theatre Company's is the state's leading and highly regarded youth theatre organisation that is seeking a new General Manager. The successful candidate will be an experienced arts and/or business professional who is driven by their passion to make positive changes in the lives of young people through the arts.*

## KEY INFORMATION

- 0.6FTE position, \$43,200 (FTE \$72,000), plus 9.5% superannuation, and phone allowance
- Reporting to the Board of Management
- Perth CBD based
- Applications close Friday 9 April, midnight

WAYTCo offers exciting and accessible opportunities for young Western Australians to make and participate in theatre of the highest standard. We deliver professionally led, collaborative theatre making and performance training for young people, aged 13 and 26 years, from diverse backgrounds and abilities. We champion our members' voices and stories and create high-quality performances that inspire audiences and enrich the wider community.

We are looking for a committed, and highly motivated professional to lead our small, hard-working team. The General Manager leads the Company's strategic growth, supports a small, motivated team, and advocates for the Company and its members within the broader sector.

WA Youth Theatre Company is an equal opportunity employer. Young people, Aboriginal and Torres Strait Islander people, people with disability, and culturally and linguistically diverse applicants are encouraged to apply for this position.

APPLICATIONS CLOSE MIDNIGHT 9 APRIL 2021

Email applications and any questions to [generalmanager@waytco.com](mailto:generalmanager@waytco.com)

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# ABOUT WAYTCO

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WA Youth Theatre Company (WAYTCo) is a safe space where young Western Australians between the ages of 13 to 26 years can participate in professionally led theatre and performance making activities, irrespective of their skill level, experience or any other potentially mitigating circumstances (social, cultural, financial, physical). Our members train, make theatre, and perform beside leading professional artists who are carefully selected for their artistic excellence and ability to work with and empower young people. WAYTCo provides a range of training and performance programs for our members to work with exceptional people safely and proactively. Our programs are informed by and tailored to our members' expressed needs and wants. We train and make work with and for young people for adult audiences.

WAYTCo is a highly regarded arts organisation with an outstanding reputation for its work with young members and for the award-winning quality of its works. In recent times the Company's membership has more than doubled and increasingly members are being accepted to tertiary acting and theatre making courses around the country including WAAPA, NIDA and VCA. In 2019 WAYTCo partnered with Black Swan State Theatre Company to cast four of our members in their production of Medea. In 2020 we are embarking on further collaborations with leading WA institutions including Yirra Yaakin Theatre Company, Black Swan State Theatre Company and WA Opera.

WAYTCo's last four devised works have had sold-out seasons, received critical acclaim and yourseven (2018), REST (2019) and BodyRights (2020) have won a combined total of 10 Fringe World awards. REST was awarded Best Theatre and the coveted Martin Sims Award as well as a National Museums and Galleries National Interpretation, Learning and Audience Engagement in 2019. In 2021 WAYTCo presented BESIDE – the first commission Perth Festival in the Company's 40 year history.

***“For its first Perth Festival commission in the company's 40-year history, WAYTCo has created a shimmering, immersive gem... Strikingly original, humble and non-didactic in the way it interprets big issues, Beside could have seeped up from the riverbed itself.”***

**– The Australian**

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# ABOUT WAYTCO

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## VISION

Any young person curious about the arts is empowered to explore their interest in order to live a bigger, broader and more fulfilled life and contribute to WA's community of diverse voices.

## MISSION

To create diverse pathways in the practice and experience of theatre arts, for young Western Australians, which are professionally led, open, and responsive.

## VALUES

### AGENCY

Everyone is encouraged to have a voice and input in all situations.

### OPENNESS

All are welcome. We value diverse perspectives and everyone's freedom to choose their own path.

### EXCELLENCE

We are committed to delivering quality and best practice in all aspects of our work and to be the leader in our field.

### RESILIENCE

We hold steady in the face of challenges so that we fulfil our commitments and mission.

### BOLDNESS

We take measured risks in order to deliver on our promises and be energised.

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# ABOUT THE JOB

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<b>ROLE</b>	General Manager
<b>CURRENCY</b>	Part Time, 3 days a week, 0.6FTE, 18-month contract (renewable by agreement once current triennial funding is confirmed). A flexible approach to working hours is essential.
<b>LOCATION</b>	King Street Arts Centre, Perth
<b>REMUNERATION</b>	\$43,200 (FTE \$72,000), plus 9.5% superannuation and phone allowance
<b>REPORTS TO</b>	Board of Management
<b>LEADS</b>	Artistic Director (0.8FTE), Communications Coordinator (0.4FTE) and contractors including casual bookkeeper.

## RESPONSIBILITIES & TASKS

This role is responsible for the sound strategic, financial and operational management of the organisation. In collaboration with the Company's Artistic Director, the General Manager leads the delivery of artistic and training programs within approved budgets and in line with the Company's values and strategic objectives. The General Manager's key responsibilities include:

### Strategic Development & Leadership

- » Devise, implement and review WAYTCO's Strategic Plan, ensuring the Company is operating to achieve the goals and strategies outlined in the current Plan
- » Monitor the Company's progress in relation to key performance indicators that are informed by funding partner agreements. Document and evaluate effectiveness, report to the Board on progress, challenges and recommendations for improvements
- » Foster and maintain strong relationships with other organisations and external stakeholders in Western Australia, nationally and internationally for the Company's benefit
- » Oversee the management of annual program of activities
- » Work collaboratively and consult with the Youth Advisory Committee in order to ensure members' voices are heard and integrated into WAYTCO's strategy and programs

## RESPONSIBILITIES & TASKS (cont)

### Finance, Management & Operations

- » Develop, maintain and oversee an annual budget and project budgets for the Company's operations and projects
- » Develop and work towards attainable short and long-term financial goals in consultation with the Board
- » Manage the WAYTCO finances and budget. Working with the bookkeeper to maintain accurate financial records, preparation of financial reports for the Board, prepare finances for annual audit, payment of invoices, payroll, bank accounts, annual ACNC submission and BAS statements
- » Manage and contract all WAYTCO part-time and casual staff, contractors and volunteers ensuring they complete tasks as directed and required
- » Develop, implement and revise HR policies and processes
- » Office and asset management including negotiation of leases for the tenancy of the Company's offices, and the development and maintenance of an asset register of Company equipment and plant
- » Develop and update organisational policies and procedures for the management of Company operations
- » Be responsible for managing Company insurances, workers compensation and volunteer obligations
- » Develop, review and negotiate contracts and ensure that contractual obligations are met
- » Membership management and strategic growth
- » Maintain the membership database
- » Support WAYTCO in the development of diversity and engagement strategies of both participants and audiences
- » Keep regular contact with the Youth Advisory Committee

### Reporting

- » Attend and actively contribute to all Board meetings in an ex officio role
- » Prepare Board Meeting schedule and work with the Board Secretary to ensure agendas, minutes and papers are circulated and documented
- » Liaise with and report to the Board on a regular basis
- » Liaise with and report to principal funding bodies and sponsors and ensure WAYTCO complies with all funding requirements
- » Be responsible for corporate compliance of charitable law, company registration, annual reporting to the Australian Charities and Not-for-Profits Commission and to the State Government Department of Industry Regulation
- » Ensure all funding reporting obligations are met, in particular reporting related to the Company's core State Government Funding source

### Funding & Resources

- » Actively develop and implement funding and resource strategies, secure ongoing financial and in-kind support from diverse partners including government, philanthropic organisations and the private sector
- » Prepare funding applications and acquittals and identify sponsorship opportunities in collaboration with the Artistic Director
- » Build and maintain excellent working relationships with government agencies, funding bodies, local government, partners and foundations to ensure WAYTCO continues to meet core objectives to gain/retain/increase funding
- » Development and implement strategies for growing and managing donations and corporate sponsorships

## RESPONSIBILITIES & TASKS (cont)

### Marketing & Communication

- » Work with Communications Coordinator to use contemporary marketing and digital media strategies that promote events, grow membership, leverage support and extend the Company's reputation
- » Establish and maximise industry partnerships with arts and other sectors
- » Represent WAYTCO on arts sector committees, working groups and attend meetings and events to promote the objectives of WAYTCO in a way that adds value for the sector
- » Approval of all publications, marketing materials and digital media before distribution

### Workplace Culture & Wellbeing

- » Ensure a positive, collaborative and productive workplace culture is maintained within the organisation and that this reflects the Company's values at all times
- » Ensure a safe and positive environment is provided for WAYTCO's members at all times - ensuring expectations are clear, and everyone is treated fairly and equally
- » Oversee the wellbeing of all personnel involved in WAYTCO activities including, but not limited to OH&S, Duty of Care and Child Protection, professional development, staff morale, clear and accurate communications
- » Ensure that WAYTCO complies with all requirements and recommendations for Child Safe Organisations including ensuring that all personnel engaged in work with young people have current Working with Children Checks
- » Ensure WAYTCO's Safeguarding Children and Young People and Workplace Harassment and Bullying Policies are reviewed, updated and implemented
- » Offer valuable experiences and development opportunities to the Company's Youth Advisory Committee wherever possible



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# APPLICATIONS

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## SELECTION CRITERIA

### EXPERIENCE

- » A proven track record in organisation leadership and management (arts experience an advantage)
- » Experience in fundraising, relationship building, maintenance of successful relationships with government, philanthropic partners and corporate entities
- » Proven experience in financial management including reporting, budgets, reporting and audit preparation
- » Proven experience in implementing earned income initiatives and business development strategies

### KNOWLEDGE & SKILLS

- » Ability to lead a small team, be self-directed and motivated
- » Ability to work creatively with young people and arts workers
- » Highly developed interpersonal, verbal and written communication and advocacy skills
- » Demonstrated understanding of the small to medium arts sector

### EDUCATION & SPECIFICS

- » Tertiary qualifications in Arts Management, Theatre Studies, Business Management and/or related experience
- » Working with Children Check and Police Clearance required before commencing work

## APPLICATION PROCESS

Please submit a current resume and cover letter of no more than three pages outlining your response to the selection criteria. Please include the names and contact details of two professional referees.

Only shortlisted applicants will be contacted.

Applications due by Friday 9 April 2021, midnight WST

Applications are to be addressed to:

Andy Farrant, Chair via [generalmanager@waytco.com](mailto:generalmanager@waytco.com)