

The Arts Exchange Building
Level 3, 10 Hickson Road
The Rocks, Sydney NSW 2000

ABN 36 824 207 095

Australian Dance Council (Ausdance NSW) www.ausdancensw.com.au is the peak body for dance in NSW. Part of the Ausdance network, we provide advocacy and services for dance since 1977.

Job Description

Role Programs and Partnerships Manager
Salary \$70, 000 based on **4-day week** + 10% super
Contract Start Monday 16 May for 12 months (with the option to renew pending on-going funding)
Reports to Executive Director, Ausdance NSW
Travel There will be some travel and occasional after-hours work required.
Applications close: Friday 13 May 2022

Overview

This is a key, senior role within the organisation that manages programs, projects, and partnerships. You will work with the dance sector, the broader arts sector, and other key stakeholders and partners to develop dance for NSW in line with the organisations strategic plan and KPI's. You will be an integral part of a small, dynamic, and effective executive team consisting of the Ausdance NSW Executive Director and the Membership and Marketing Coordinator.

Personal characteristics

- Team player and able to work unsupervised in a leadership role
- Solutions driven, patient and pragmatic, reliable and responsible
- Clear communicator with excellent interpersonal skills
- Analytical and an observational thinker
- Confident in knowledge of the NSW dance sector; well informed of issues, opportunities and trends that affect the dance sector
- Confident in understanding and responding to all our stakeholder needs

Criteria for the role

- Excellent organisational and administrative skills with an eagle eye for detail
- Excellent written and verbal communication
- Strong grant writing skills
- Exceptional computer skills, including Word and Excel
- Demonstrated management and delivery of projects and understand budgeting
- Demonstrated experience in creating projects and opportunities in response to needs of the dance sector and organisation with the ability to design, implement and deliver them
- Ability to manage multiple ongoing tasks, competing priorities and projects whilst meeting tight deadlines
- Minimum 3 years' experience working in project management and admin, ideally in the dance/arts sector, articulating the full project cycle: planning, development, identified grants, engagement, and evaluation work, including project timelines, scheduling, budget, management of project staff and delivery of projects and events
- Ability to communicate sensitively and effectively with artists, key stakeholders, partners, and the wider dance community

Desirable

- Relevant tertiary qualifications in dance, arts, business administration or a related field.

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- Experience working with a range of dance/arts environments
- CRM/CMS experience
- Curious and tenacious in finding solutions

Role responsibilities

Project management, advocacy, and development

Manage key programs and projects, and liaise with key partners and stakeholders to support and assist the dance sector. Examples: Dance Artist in Residence Program, Australian Dance week, Dance Educators workshops, industry networking nights, professional development classes, sector round table discussions, creative business workshops, artist support and advice, forums, and a First Nations program for Indigenous artists. Create and manage projects that provide income streams for the organisation. Work with the Executive Director to achieve the organisation's vision and goals via its strategic plan.

- Identify, develop, and deliver metropolitan and regional projects with the Executive Director, based on consultation, and needs directly articulated by the sector
- Deliver and continue to improve and develop existing key Ausdance NSW program and projects as outlined above
- Create and manage projects that provide income streams for the organisation
- Develop, manage, and deliver professional development programs for artists
- Facilitate meetings with artists, studios, teachers, organisations, and companies as appropriate
- Assist member artists and companies with grant applications where appropriate
- Inform the Executive Director of any perceived gaps or trends in the sector
- Contribute to overall project evaluations and budgeting, Board, and funding reporting requirements
- Be responsible for all aspects of identified projects and events you are leading on
- Recruit and induct relevant creative /project staff as needed with the guidance of the Executive Director

Marketing & Communication

Work collaboratively with the Membership and Marketing Coordinator to:

- Produce outgoing communications via enews and social media to best showcase the creative outcomes of dance locally, regionally, and nationally
- Create collateral pertaining to program, events and projects delivered by Ausdance NSW
- Liaise proactively with the Ausdance national network
- Create events, opportunities, and relevant information for Ausdance members

Operational and administration

- Strong input into grant writing and funding applications/acquittals
- General administrative assistance to Executive Director including reporting and support to panels for assessments

Should you have any questions regarding the role, please contact:

Marie Soghomonian
Executive Director, Ausdance NSW
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