

DARWIN SYMPHONY ORCHESTRA Inc

GENERAL MANAGER

In its 30th year of service to the Northern Territory, the Darwin Symphony Orchestra (DSO) has become an important community icon. Comprised of an Artistic Director, a professional Concertmaster and more than 70 volunteer players, this community orchestra is recognised for taking its music to a long list of isolated regions in the Territory, to communities which rarely have the opportunity to experience a live symphony orchestra, as well as its regular concert appearances in Darwin.

We seek an outstanding individual to fill the role of General Manager. Reporting to the Board, this position is responsible for all aspects of the business management of the orchestra. You should be an experienced administrator preferably in the arts field with a capacity to manage competing priorities in a dynamic and diverse role. With an extensive range of responsibilities including financial management, revenue raising including corporate sponsorship and grants, public relations, marketing and operations, this role requires highly developed communication and interpersonal skills and an ability to motivate and lead people. An ability to understand the role of the DSO within the Northern Territory community will be crucial to the ongoing success of the organisation. Demonstrating drive, flexibility, enthusiasm and entrepreneurial flair, you will also represent and advocate for the orchestra. The DSO is heavily reliant on the support of its volunteers, the community and its valuable sponsors, and a key component of the General Manager role is the development and management of those relationships.

Candidates for the position must provide:

1. A current CV, including the contact details of 3 referees
2. Covering letter to summarise skills and your suitability for the role as outlined in the key responsibilities

Application period extended to: 5:00pm ACST on Monday 22 January 2018

To discuss the position please contact Diana Jarvis, Acting General Manager on 0408 535 586 or diana.jarvis@cdu.edu.au

GENERAL MANAGER, DARWIN SYMPHONY ORCHESTRA

KEY RESPONSIBILITIES

1. Responsible to the Board for the overall business and financial management of the Darwin Symphony Orchestra (DSO), in line with contemporary practices and procedures.
2. Manage the organisation and production of performances within budgets, including the engagement of personnel and volunteers.
3. Maximise funding opportunities for the DSO through efficient management and development of sources of income - current and prospective corporate partnerships, grant bodies, trusts and foundations, private philanthropy and other fundraising opportunities.
4. Develop and implement marketing, sales and public relations campaigns to increase audience numbers and ticket sales.
5. Ensure timely preparation and submission of grant and sponsorship applications.
6. Liaise with funding agencies and sponsors to ensure compliance with all reporting and acquittal requirements in a timely manner.
7. Ensure that reports as agreed are provided to the Board and sub-committees on a regular basis and/or as directed.
8. Cultivate effective relationships with all internal and external parties, including orchestra members, volunteers, CDU and other DSO partners.
9. Collaborate with the Artistic Director and Chief Conductor on the development, implementation and administration of the strategic plan and each season's program to enable the delivery of the Orchestra's artistic, financial and community engagement goals.
10. Supervise, manage and mentor staff to ensure an effective working environment and that DSO objectives are met.

REQUIREMENTS OF THE POSITION

11. Current Working with Children Clearance Note (Ochre Card)
12. Current Driver's Licence