

Position Description



Job Title:

Fusion Theatre

Company General Manager

Fusion Theatre is seeking a highly motivated arts manager who celebrates creativity, diversity and inclusion for the new role of Company General Manager, responsible for the operations of Fusion Theatre Inc.

The Company General Manager reports to the Fusion Board and will support the Board in governance and the theatre directors in maintaining and realising the artistic vision for the company. The General Manager, in close collaboration with the Artistic Director (AD), will be required to put systems in place to ensure the long-term sustainability of the company.

The successful applicant will understand the context and culture of Fusion as an inclusive theatre company, be capable of building rapport and productive relationships with the AD, Associate Directors, artists and members. They will be excited by the vision and potential of Fusion Theatre company and willing and able to work towards its growth and sustainability.

About Fusion Theatre

Fusion Theatre is an inclusive community-based theatre company providing opportunities for creative collaboration and performance-making. Fusion's reach and reputation has grown since its beginning in 1997 to include up to three separate ensembles. Fusion serves serving the Dandenong community and surrounding regions.

Fusion Theatre aims to reduce barriers to participation in the arts so that more people have the opportunity to have their voices heard and tell their stories through theatre. Through its weekly workshops and performances, Fusion Theatre provides social inclusion, builds capacity, provides employment pathways, and promotes leadership amongst its actor members.

Through the presentation of public performances of original works of theatre at venues such as Harmony Square, Walker Street Gallery and Arts Centre, The Drum Theatre, and La Mama, Fusion creates vibrant and life-affirming theatre for the enjoyment and enrichment of the broader community. Fusion's performances are highly accessible for all audience types, particularly those with disability, who value the opportunity to encounter Fusion theatre events.

Fusion Theatre is supported by The City of Greater Dandenong, who value the contribution Fusion makes to the arts in Dandenong and the community development opportunities which improve access and inclusion for people with disability in the South East of Melbourne.

The Company General Manager role will include the following responsibilities.

Administration, governance and compliance responsibilities

- Develop and refine Fusion's financial systems and processes.
- Ensure Fusion Theatre meets all obligations with respect to laws, contracts, insurance, policies and procedures
- Ensure timely communication between the Fusion board, theatre directors and artistic support workers (inclusion artists), participants, volunteers, and other stakeholders
- Identify and implement continuous improvement processes

Fundraising and Business Development

- Represent Fusion Theatre and its work to organisations, stakeholders, public bodies and the general public, at relevant opportunities
- Assist with network building, publicity and raising the profile of the company including social media and other relevant channels
- Support the execution of the company's strategic and operational plan, effectively matching our funding needs with the funding interests of funders
- Research and identify potential sources of income, especially grants and trusts, and initiate and undertake fundraising strategies in liaison with the board and artistic director, including preparation of applications, tenders and requests

Finance management responsibilities

Undertake, in consultation with the board and treasurer, all financial planning for the company:

- Prepare, manage, monitor, and appraise the company financial budget
- Undertake general bookkeeping activities
- Prepare invoices for participants/participants' NDIS plans, and process payments
- Oversee the monitoring, reporting and acquittal of all grants

Supporting Fusion Theatre Workshop and Performances

- Arrange and liaise with venue/s as required
- Point of contact for inquiries and facilitate new members in joining the company.
- Arrange workshop materials and resources, transport or catering for special events as required

Organisational structure

The Company General Manager role will be autonomous, requiring someone capable of working independently, with direction from the Artistic Director and the Fusion Theatre Board.

Location

The Company General Manager will predominately work from home; however, some attendance at our Dandenong-based theatre for delivery of Fusion's core business may be required from time to time.

Tenure

Continued engagement will be dependent upon Fusion Theatre obtaining ongoing funding. Funding is currently secured for a minimum of 12 months, commencing July 2021.

Contractor Position and Remuneration

The Company General Manager will:

- work on a flexible basis between 6 to 10 hours per week over approximately 42 weeks/year
- be paid on an hourly rate of \$45 per hour, remuneration up to \$14,000 per annum; and
- be engaged as an independent contactor (invoice with an ABN, be responsible for withholding their own taxation, making their own superannuation contributions and Workcover insurance arrangements and supplying their own equipment, including laptop).

Key selection criteria:

- Relevant experience in arts and/or not-for-profit organisation administration
- Excellent organisation and communication skills
- Experience with financial systems management and with funding bodies

- Effective time management and ability to manage multiple tasks/projects and respond quickly to opportunities
- Effective people and relationship building skills, with the capacity to contribute to a positive and productive organisational culture
- Skills in publicity, promotions and social media communications
- Experience in disability arts/inclusive theatre and/or NDIS operations

How to Apply

Applications, including a brief cover letter explaining why you are a suitable candidate for this position, CV and professional referees should be forwarded to Jo Raphael (Fusion Theatre AD/President) by email (jo.raaphael@deakin.edu.au) by **Friday 12nd July 2021**.

For a more detailed Position Description or other inquiries please contact the Artistic Director Jo Raphael: jo.raaphael@deakin.edu.au Inquiries: 0407 301 378