

***Belvoir's mission is to create works of theatre that question and affirm all aspects of our culture, to extend and develop our artists and engage audiences with experiences of imaginative daring and emotional depth.***

The Executive Director creates a financial and organisational environment that enables this mission.

## **EXECUTIVE DIRECTOR**

### **Summary of the broad purpose of the position and its responsibilities**

Belvoir is looking for a leading arts administrator to replace Brenna Hobson as Executive Director.

The new Executive Director will be a talented arts manager with a strong understanding of Belvoir's place in the cultural landscape and a commitment to supporting its vision and building its future with the Artistic Director.

In partnership with the Artistic Director, the Executive Director has overall responsibility for the delivery of a mainstage, subscription-based theatre season, and the leadership and management of the production, fundraising, marketing, development, artistic and administrative staff so that the objectives of the Company are achieved.

The Executive Director also assumes responsibility for overseeing the management of Belvoir St Theatre; special projects including touring; specialist programs in education and writing; and other programs as determined in association with the Artistic Director and the Board.

The Executive Director ensures that the Artistic Director, Boards and managers have access to high level advice with regard to the statutory, corporate and legal obligations of the Company and oversees the reporting and effective management of compliance.

With the Artistic Director, the Executive Director assumes an advocacy role for Belvoir and the artform within the broader community as well as major stakeholders and within the cultural and performing arts industries.

### **Candidate Profile**

The Executive Director's task is to balance the financial and organisational needs of the company with its artistic ambition. The candidate needs to be sensitive to the needs of artists and motivated to facilitate their work and the work of the company. They will be a collaborative leader who can motivate and develop a team of high potential and passionate individuals.

### **Background**

Belvoir is one of the 28 Major Performing Arts Panel funded companies and the fourth largest theatre company in Australia. The company plays to 100,000 people at its home at Belvoir St theatre each year, as well as up to 50,000 people nationally and internationally. It turns over approximately \$10 million annually.

Belvoir's income sources are balanced between box office and production income (45%), government investment (20%), sponsorship and philanthropy (20%) and commercial income (15%).

Following on from the departure of long time Artistic Director Neil Armfield in 2010, the Company rapidly grew audiences, new work development, commercial transfers and international touring

under second Artistic Director Ralph Myers. That era of the company's history also saw some volatility with the company incurring deficits in 2013 and 2015. Eamon Flack's first year as Artistic Director in 2016 was one of stabilisation with 2017 set to deliver audience growth and build the basis for a renewal of the subscription base. It is expected that the incoming ED will continue to strengthen the financial position of the Company to support it in achieving its artistic ambitions.

## **Corporate Structure**

The company trading as Belvoir (Company B Ltd) is the resident production house at Belvoir St Theatre. Belvoir St Theatre Ltd is the company (owned by a syndicate of shareholders) that owns Belvoir St Theatre and the Belvoir Warehouse that houses the administrative staff and the rehearsal and costume building facilities. Belvoir pays an annual rent to Belvoir St Theatre Ltd for use of its two buildings, and has managerial and staffing responsibilities for the two buildings as part of its tenancy obligations. The Executive Director is employed by Belvoir but also has managerial responsibilities to Belvoir St Theatre Ltd. A Belvoir Foundation has been established, but is not yet operational, which will support the long term vision of Belvoir.

## **Reporting**

The Executive Director reports to, and is a director of, the Belvoir Board, and is Secretary to the Belvoir St Theatre Ltd Board.

Direct reports include the Deputy Executive Director and Head of Development, Education Manager, Associate Producer, Financial Administrator and Head of Production.

## **The Executive Director should possess the following key skills and qualities**

- Strong financial and business acumen:
  - Highly developed skills in financial management and control
  - Demonstrated skills in identifying and managing risk
  - Organisational and management skills of a high order
  - The ability to speak and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
  - The ability to develop new ways to improve the operations of the organisation and to create new opportunities
  - The ability to assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
  - The ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
  - Experience and success in developing fundraising, sponsorship and customer engagement strategies
- A passion and understanding of the arts and the artist:
  - An appreciation of the work of other artists both in Australia and internationally
  - The ability to work collaboratively with artists to develop the right balance between artistic outcomes and financial success
- First-hand experience managing live performance productions:
  - Ability to manage both a live performance venue and its related functions and a production house
- Strong, clear and inspirational leadership:
  - A desire and the ability to nurture artists and staff
  - A demonstrated ability to manage a wide variety of key stakeholders to achieve the goals of the organization
  - A willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency

- An understanding of ethical behaviour and business practices, and the ability to ensure that his/her own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation
- A strategic mindset:
  - The ability to determine strategies to move the organisation forward, set goals, create and implement actions plans, and evaluate the process and results
  - The ability to assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
  - The ability to think strategically and assess options and actions based on trends and conditions in the environment, and the vision and values of the organisation

### **Qualifications**

- Degree in arts administration, business administration or other relevant field preferred

### **Experience**

- A proven track record of achievement at a senior arts management level, preferably within the performing arts industry

## **Duty Statement**

### **Management**

- Identifying and analysing opportunities and the preparation of high-level advice with regard to business and commercial operations, long-term resourcing needs, industry and audience trends, risk management, governance issues, operational structure, and other management areas
- Identifying and evaluating the risks to the Company and implementing measures to control risks
- Representing the Company in the media
- Leading the fundraising, sponsorship, marketing and customer engagement strategy and initiatives

### **Financial Management**

- Develop the annual budget for the organisation with input from key finance staff, heads of department and the Board
- Work with the Board to secure adequate funding for the operation of the organisation
- Oversee adherence to budgets and accurate and timely reporting to the Belvoir Board
- Seek out and implement new financial opportunities and revenue streams

### **Producing**

- In conjunction with the Artistic Director, the development of Company programs and activities with particular attention to budgets, schedules, logistical planning, resourcing and analysis
- Provide leadership to the marketing and development functions of the Company through the Deputy Executive Director and Head of Development
- Provide leadership to the Production department through the oversight of the Head of Production
- Undertake the high level negotiations for co-productions, sell-offs, co-presentations and local, national and international tours of Belvoir's productions
- Oversee the successful negotiation and management of all contracts for performance rights, copyright and other rights
- Maintain productive relations between Belvoir and state and national producers, presenters and touring agencies, unions, service organisations and other industry bodies.

### **Human Resource Management**

- Oversee the HR functions of the Company including relevant industrial agreements and relationships, staff well-being and professional development contracting and rate setting

### **Governance**

- Work in conjunction with the Artistic Director and the Belvoir Board to develop the Company's strategic plan
- Provide high level advice and guidance to both Boards and the Artistic Director to ensure the effective administration and operation of both companies
- Manage the relationship between Belvoir St Theatre Limited, Company B Ltd and the Belvoir Foundation

### **Government**

- Oversee the preparation of funding applications and funding body reporting as well as identifying new opportunities in this area
- Take the lead in government relations for the company at a local, state and federal level

### **Statutory**

- The Executive Director is the Company Secretary of Company B Ltd and Belvoir St Theatre
- The Executive Director and Artistic Director are co-CEOs of the company and sit on the Belvoir Board as Executive Directors
- The Executive Director is required to be the Licensee of the Belvoir St Theatre Bar

## **EMPLOYEE ENTITLEMENTS AND EMPLOYMENT CONDITIONS**

### **Remuneration**

Remuneration will be negotiated with the successful candidate.

### **Superannuation**

Superannuation is paid to all full-time and permanent part-time employees, presently 10% of salary.

### **Leave**

All full-time employees are entitled to 20 days annual leave per year. Leave loading of 17.5% is paid on annual leave taken.

### **Personal Leave**

All full-time employees are entitled to up to 10 days personal leave per year.

## **EXPRESSIONS OF INTEREST**

Interested candidates should articulate why they feel they are suitable for the position. They should also supply a CV.

Please address all expressions of interest in confidence to:

Sam Meers  
Chair  
Belvoir  
[brenna@belvoir.com.au](mailto:brenna@belvoir.com.au)

Or to 18 Belvoir St, Surry Hills, 2010

**Deadline for expressions of interest: 6pm Friday 5 May 2017**