

The background is a solid yellow color. It features several thick, light blue geometric lines: a vertical line on the left, a vertical line on the right, a diagonal line from the top-left to the bottom-right, and another diagonal line from the bottom-left to the top-right. These lines intersect to form a central diamond-like shape.

Next Wave, CEO / Executive Director

Application Information Pack

Next Wave, Applicant Information Pack

ACKNOWLEDGEMENT

The Next Wave office is located on the land of the Wurundjeri people of the Kulin nation. We pay our respects to Elders past and present, as well as to all Aboriginal and Torres Strait Islander people in the wider Melbourne community and beyond. Indigenous sovereignty has never been ceded and we acknowledge that we continue to make art on what always was and always will be, Aboriginal land.

ACCESSIBILITY

Next Wave upholds an organisation-wide commitment to access and inclusivity, from programming through to marketing and staff professional development. We prioritise listening, taking responsibility and adapting to make sure everyone can participate in Next Wave's activities.

NATIONAL RELAY SERVICE

If you are Deaf, or have a hearing or speech impairment, contact us through the National Relay Service and ask for 03 9329 9422. For more information visit: relayservice.gov.au

If you would like this information in another format, please don't hesitate to contact us.

CONTACT

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Connect with us:
[Facebook](#) / [Instagram](#) / [Twitter](#)

Next Wave gratefully acknowledges the support of Creative Victoria and City of Melbourne

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ABOUT NEXT WAVE

Next Wave is the most comprehensive platform in Australia for a new generation of artists taking creative risks. Next Wave delivers Kickstart, a nationally focused, artistic and professional development program, and major presentation opportunities through our biennial Festival and national partnerships program Next Wave X.

Next Wave also operates [Brunswick Mechanics Institute](#), a centre for experimental performance and artist-led learning, which enables us to support artists in the development and presentation of experimental work year-round.

Next Wave is a values-driven organisation and industry leader, advocating for cultural inclusion, broad accessibility and best practice in environmental sustainability, with deep respect for the traditional custodians of the lands and waters that sustain us, Aboriginal and Torres Strait Islander people.

Vision

A world of creative discovery, massive dreams realised, cultural norms disrupted and new dialogues in contemporary arts and culture.

Mission

We craft extraordinary learning and presentation opportunities that empower emerging artists to challenge our understanding of what art can be, where it takes place, and who will be watching.

We do this by:

CHAMPIONING HOSPITALITY

We work from a place of openness, generosity, enthusiasm and warmth.

EMBRACING RIGOUR

We are big dreamers, careful and critical thinkers, and unyielding in our drive to support artists to produce their best work.

LISTENING HARD

We believe the only conversation worth having is an inclusive one. We seek a diversity of expression in all our work, and are built to learn, respond and adapt according to the needs of our artists and communities.

ADVOCATING

We are committed to leading the way in cultural inclusion, accessibility, and environmental sustainability practices. We advocate for artists and recognise the intrinsic value of art and art making.

History

For three decades, Next Wave has shaped the Australian arts landscape.

Established in 1984 to foster creativity and experimentation, Next Wave's focus has always been on the next generation of artists in a changing world. Career development, presentation opportunity and multi-disciplinary representation have been integral since our inception.

Initially, Next Wave responded to a global emphasis on youth with an extensive secondary and tertiary schools program that was focused on large-scale participation. In following years the program acknowledged the growing use of technology in art, coinciding with the Australia Council for the Arts' New Media policy. Next Wave offered early career opportunities to many influential contemporary visual artists and curators, and our flagship art development program Kickstart introduced a new model to develop artistic practice and sustain careers, advocating the importance of time, networks and money in the artistic process.

In our most recent decade, a succession of influential Artistic Directors has seen Next Wave confirm its place as critical to Australian contemporary art. We've pushed art under freeways, into nightclubs, in the Mission to Seafarers, private homes, sports clubs, on wheat silos and through city streets. In 2012, our dedication to artistic learning expanded to include Text Camp and in 2015, the Emerging Curators Program, and we cemented our

position as a national leader in artist development by delivering the Australia Council for the Arts' JUMP Mentoring Program in 2013-14. Our commitment to Aboriginal and Torres Strait Islander artists has grown, with highlights including our celebrated Blak Wave program in 2014, which encompassed seven new art projects, a talks series and a new publication exploring what's personally, politically and artistically next for Australia's First Nations peoples.

Since presenting the Youth Cultural Program of the 2006 Commonwealth Games, our international engagement has steadily increased in depth and scale. In partnership with Asialink, Next Wave hosted Artist Run Initiatives from Singapore, Japan, Indonesia and the Philippines as part of Structural Integrity in 2010, and provided a reciprocal Asian touring opportunity for Australian ARIs in 2011. With the support of the British Council, Next Wave developed a multi-year relationship between 2011-14 with Birmingham's Fierce Festival to co-develop new work by emerging artists from the UK and Australia. In 2014, Next Wave presented work by outstanding emerging artists from the Philippines, Korea, the Netherlands, Canada, Lebanon and the UK, and partnered with the Australia Council for the Arts and Arts Centre Melbourne to present the IETM Asian Satellite Meeting.

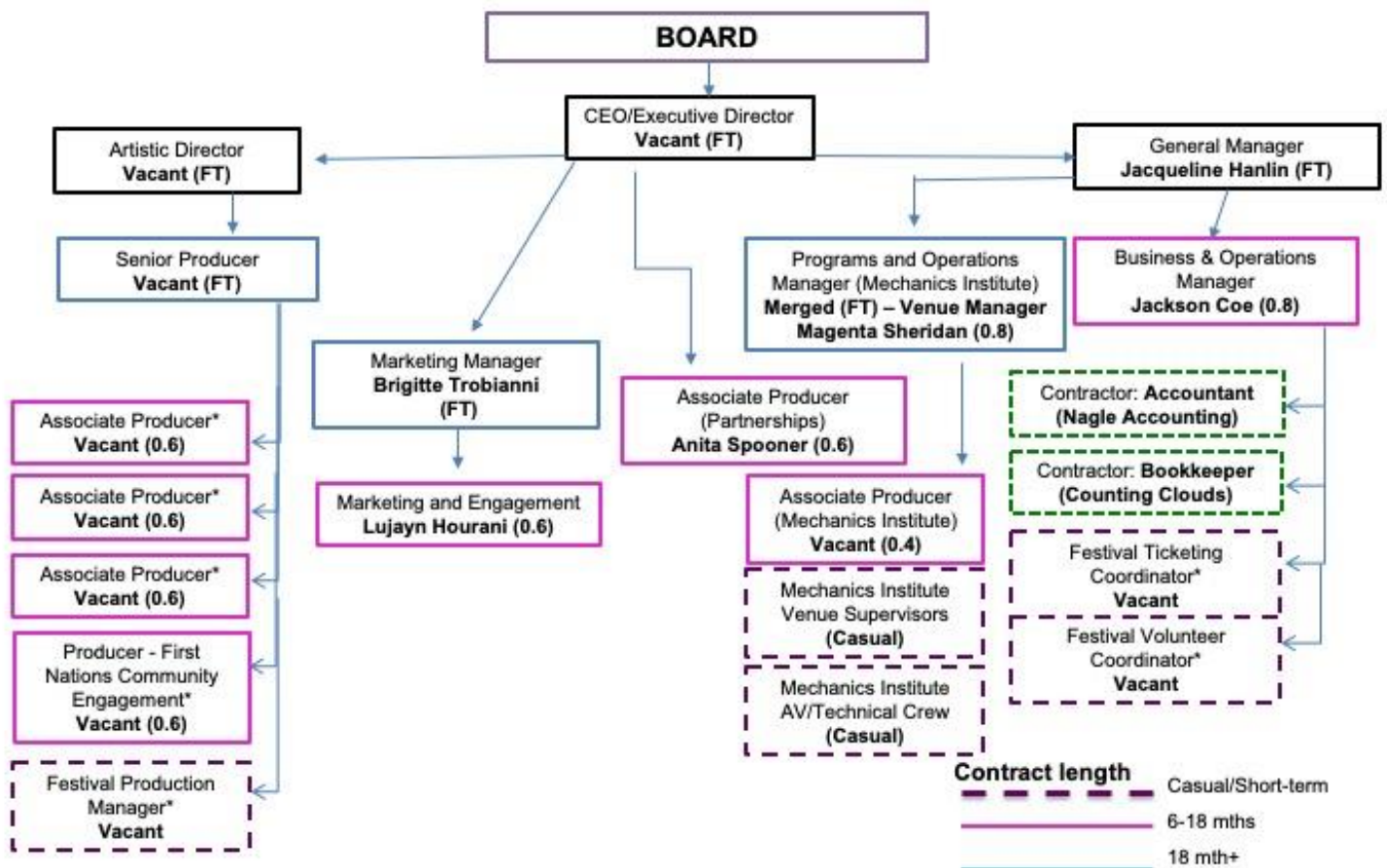
Next Wave continues to ensure the most exciting international contemporary art curators and new generational festival directors attend our biennial Festival, facilitating vital international market development for the next generation of Australian art.

Governance

Next Wave Festival Inc. (ABN 50 679 318 829) is an incorporated association registered with the Australian Charities and Not-for-Profit Commission. As a registered charity, Next Wave Festival inc. holds DGR status. Next Wave Festival Inc. is the holder of the Registered Business - Brunswick Mechanic's Institute.

Organisational Structure

Next Wave Organisational Structure, as at Feb 2021



Board of Directors

Nicole Smith, Acting Chair
Hinda Crosbie, Treasurer
Ishtar Vij, Public Officer
Stephen Armstrong
Kristy Ayre
Collette Brennan
Lesley Gillan
Vanessa Pigrum
Steven Rhall

ABOUT THE ROLE

Title:	Chief Executive Officer/Executive Director
Reporting:	Chairperson and Next Wave Board
Direct Reports:	Artistic Director Business & Operations Manager or General Manager Marketing and Communications Manager Venue Manager – Brunswick Mechanics Institute
Salary:	\$85,000 + 9.5% superannuation
Engagement:	3-year fixed term contract, with 4-month probationary period, commencing February 2021, with the option to renew
Purpose:	THE CEO/Executive Director leads Next Wave in the delivery of long-term strategic objectives, in support of organisational growth and the realisation of Next Wave's vision and mission. This high impact role will set the tone for the internal culture, whilst leading by example in the way you work and driving the realisation of Next Wave's strategic priorities. Held accountable by the Board, the Executive Director/CEO leads the organisation both strategically and operationally.

THE PERSON WE ARE LOOKING FOR

The person we are looking for is an exceptional individual with a passion for contemporary arts practice across emergent disciplines and diverse cultural territories.

Next Wave's artists and audiences are instinctive innovators, and so our leadership must embody this spirit, while simultaneously optimising business and administrative processes to support operational stability and sustainability, foster a positive and respectful workplace culture, and carefully manage Next Wave's tangible and intangible assets.

Next Wave seeks diversity of expression in all our work, with deep respect for the traditional custodians of the lands and waters that sustain us, Aboriginal and Torres Strait Islander people. Our leadership must listen hard, always asking, Whose voices are not being heard? Who's not here? and How can we support those who have been traditionally disenfranchised to foster greater agency? As a leader, you take responsibility for the social, cultural, political, and environmental impact of your work, and actively advocate for broad accessibility and best practice sustainability. A confident people manager who prefers to use your collaborative and inspirational management style to persuade and mentor others – bringing them along with you - you are equally comfortable taking decisive action when needed.

Drawing on your analytic and problem-solving capacities, you take a systems approach to continuously improve operations. You are a proficient multi-tasker who is willing to mitigate any gaps in your professional skillset through active learning, and someone who can respond with a combination of agility and analysis to new opportunities or unforeseen challenges. If this sounds like you, we'd love to hear from you!

Next Wave is an Equal Opportunity Employer. We welcome applicants from First Nations, culturally diverse, disability and Deaf, and/or marginalised communities.

KEY ACCOUNTABILITIES OF THE POSITION

The CEO/Executive Director is accountable for:

Direction & Strategy

- In conjunction with Next Wave's Board, develop and implement NW's strategic and business plans including vision, mission, and goals.
- Take the operational lead on establishing and implementing strategic objectives and key performance indicators (KPIs).
- Monitor and evaluate NW's operational activities and ensure that KPIs are achieved and reported against annually.

Project Management & Board Reporting

- Develop strong working relationships with the Board and associated sub-committees.
- Oversee the preparation of the annual and individual program budgets for ratification by the Board.
- Present written progress reports on the delivery of NW's strategic goals, identifying key issues, successes, and challenges, to the Next Wave Board.
- Manage the effective integration and implementation of Salesforce / CRM functionalities across NW management & performance planning.

Policy & Governance

- In consultation with Board and staff, develop and implement organisational policy.
- Manage compliance with Federal and State based legislation including risk management, occupational health and safety, the requirements of not-for-profit organisations including incorporation and fundraising, as well as other applicable laws.
- Work with key staff to design, implement and manage business and administrative systems across NW programs and venue.

Fundraising, Sponsorship & Income Generation

- Lead fundraising, sponsor development and earned income activities, with the Artistic Director.
- Direct and provide input into funding applications for government and philanthropic support for artistic programs.
- Write and provide input to reports and acquittals related to fundraising and grants.
- Work with the Marketing Manager to prepare an annual Development Strategy including proposals and pitches for sponsors and a cultivation / stewardship program for individual donors, Trusts, and Foundations.
- Liaise with and maintain relationships with donors, sponsors, and funding bodies.
- Maintain high-level knowledge of Australian and international funding opportunities.

Financial Management

- In consultation with the NW Board, develop the annual Financial Plan, considering procurement and utilisation of funds.
- Implement financial controls and monitor financial risks across NW.
- Oversee staff to monitor budgets and reforecast on a quarterly basis.
- Prepare a monthly report for the Finance Subcommittee comprising balance sheet, profit and loss, fundraising/grants status and cashflow statements, analysing performance against approved budgets.
- Oversee accounting and bookkeeping and payroll processes and procedures.
- Liaise with Next Wave's accountant and auditor, and coordinate the annual financial audit, and prepare required internal documents in consultation with the Bookkeeper and independent auditor.

People Leadership

- Manage best practice recruitment, selection, contracting and onboarding of staff.
- Oversee payroll processes, employment, and tax obligations.
- Ensure HR compliance, including keeping up to date with changes in legislation including (but not limited to); workcover, superannuation and award rates.
- Create and provide a culturally safe and engaging environment. Drive an internal culture and people strategies that make Next Wave a great and safe place to work.
- Establish performance plans with direct reports and regularly review their progress towards their plans.
- Delegate responsibilities to, and monitor the performance of, direct reports.
- Support direct reports in the achievement of the objectives of their role.

- Make staff appointments (in consultation with the Artistic Director, and the Board where necessary), establish reporting lines and organisational governance.

Marketing, Publicity and Public Relations

- In conjunction with the Artistic Director represent Next Wave and the NW Festival to media, other arts organisations, and major stakeholders.
- Work with the Marketing Manager on the development of an annual Brand, Marketing and Publicity Strategy.

Evaluation and Reporting

- Oversee the collation of comprehensive quantitative and qualitative data regarding Next Wave's programs for reporting to key stakeholders.
- Provide reports, forecasts, and complete acquittals for key stakeholders within assigned timeframes.
- Research, write and provide input into funding applications for Next Wave's programs including BMI.

SELECTION CRITERIA

Essential

The successful candidate **MUST** have:

- Practical understanding of not-for-profit management and governance in an arts context, and experience developing and implementing plans on a strategic and operational level.
- Experience overseeing people and culture, financial management and accounting.
- Commitment to diversity and inclusion, and experience working with Aboriginal and Torres Strait Islander artists, CALD artists and/or artists who are disabled or Deaf.
- Demonstrated project management skills including budgeting, timelines, team leadership and contracting.
- Experience in successfully applying for and acquitting government grants, and/or securing private or corporate sources of funding for arts projects.
- An understanding of, and experience working with, the Privacy Act 1988 to ensure that stakeholders and colleagues are always treated inclusively with respect and warmth.
- An understanding of, and experience working with, OHS and workplace safety frameworks.
- Advanced capacity to manage relationships with key stakeholders, including Board members, government funders, supporters, partner organisations and sponsors.
- Excellent communication skills and the ability to liaise and manage a diverse range of people of varying skill sets, including artists, the general public, volunteers, and Next Wave stakeholders.
- Exceptional time management skills, including the ability to manage significant workloads during peak periods, and the capacity to calmly work under pressure to meet deadlines.

Desirable

Though not essential, candidates who can demonstrate they possess the following criteria will be looked upon favourably:

- A tertiary qualification in arts and/or business management
- Relevant national and international networks

THE APPLICATION PROCESS

Applications, addressed to The Selection Committee, should be submitted via [the Next Wave CEO/ED Application Portal](#) **before 5pm, Monday 7th December**.

Your application must include:

- Cover letter (maximum 1 page)
- Written response to selection criteria (maximum of 3 pages)
- Current CV (including details of at least three professional referees)

Please save your Cover Letter + Response to Selection Criteria + CV into a single PDF document.

Applicants must be available for an interview on Saturday December 12th. We aim to appoint the successful candidate before Christmas, with a proposed start date of February 1st, 2021.

All enquiries should be directed to Jennifer Barry, CEO/ED Recruitment Director: jennifer@keepbreathing.com.au