

Position Description

Position title:	Chief Executive Officer
Position type:	Full time, permanent
Salary:	\$95,000 per annum + superannuation
Reports to:	Chairperson, Next Wave Board
Direct reports:	Lead Program Producer, Communications Manager, Venue Producer and Operations Coordinator, Consultants, Contractors

Position purpose

The Chief Executive Officer (CEO) leads Next Wave in the delivery of long-term strategic objectives, facilitating organisational growth and realisation of the organisation's vision and mission. This role sets the tone for internal culture and has a focus on fundraising and stakeholder management.

Next Wave's employment policy

We value the rich contributions to the arts made by people from various backgrounds, and we aim to have a diverse group of people working at Next Wave. We are an equal opportunity workplace and we strongly encourage applications by First Nations people, people of colour and people from a culturally and linguistically diverse background, people with disabilities and people from the LGBTIQ+ community. We understand the needs of people with family obligations and we provide a flexible working week and part-time positions. We understand artists' and producers' working lives, and, by negotiation, we allow time-off for independent practice. Our philosophy is based on generosity, empathy, and a commitment to deep work satisfaction for employees. We know that this is repaid in retaining committed, passionate staff members who live and breathe the values of the organisation. Next Wave is committed to healthy work culture that supports staff well-being, work performance, safety, individual and workplace morale and psychological health.

Next Wave,

About Next Wave

Next Wave is a leading not-for-profit arts organisation that has played a pivotal role in supporting early-career practitioners working across multiple art forms since 1984. Next Wave creates spaces for connection, experimentation, and investment through mentorship programs, public programs and venue hire from our homebase at Brunswick Mechanics Institute and across Victoria.

Our vision

A world shaped by artists: where sustainable practices for early-career practitioners are prioritised across the arts and creative industries.

Our purpose

To nurture and be a resource to early-career practitioners through creative development, intergenerational exchange and industry pathways.

Our values

- Justice
- Friendship
- Care

Our strategic priorities

- Artists
- Programming
- Community
- Partnerships

Team structure

Role	EFT	Reports to	Direct reports
Board	Voluntary	NA	CEO
CEO	1.0	Board	All staff, casuals and contractors
Lead Program	0.8	CEO	Technical and Production

Next Wave,

Producer			
Communications Manager	1.0	CEO	NA
Venue Producer and Operations Coordinator	0.6	CEO	Front of House
Front of House	Casual	Venue Producer and Operations Coordinator	NA
Technical and Production	Casual	Lead Program Producer	NA
Consultants Contractors	Contract	CEO	NA

Key accountabilities

Strategy

- In collaboration with the Next Wave Board develop, implement and evaluate Next Wave's strategic and business plans.
- Drive growth and lead the organisation through innovation and change.
- Establish Next Wave's homebase at Brunswick Mechanics and develop future opportunities for the organisation in Victoria.
- Work with the team and Board to build Next Wave into a leading organisation for the mentorship of early career creatives.

Artistic Programming

- Develop and oversee the delivery of a dynamic artistic program in line with Next Wave's strategy.
- Mentor and support the Artistic Program Manager to shape and manage the artistic program, including nurturing partnerships, and curation and facilitation of mentorship opportunities for creatives.
- Supervise the development of new artistic works, and the planning and production of events and presentations.

Next Wave,

- Initiate opportunities for artistic collaborations through strategic partnerships with local and national organisations.

Advocacy, Engagement and Fundraising

- Work with the Board to lead the development of Next Wave's partnership, development and fundraising strategies and case for support.
- Maintain high-level relationships with government, philanthropic, corporate and arts industry leaders and organisations to build Next Wave's profile.
- Manage relationships with all public funding partners across local, state and federal government.
- Develop strategic partnerships with like-minded organisations to share resources and increase the impact of Next Wave's programs.
- Identify and cultivate opportunities to diversify Next Wave's income streams and partnerships, including utilisation and monetisation of Brunswick Mechanics Institute.
- Work with the team and Board to prepare all grant applications and acquittals.
- Work with the team to cultivate trust and engagement with the Merri-Bek community and Council and foster Next Wave's programs at Brunswick Mechanics Institute.
- Oversee the delivery of Next Wave's marketing and communications plan, including approval copy and content as required.
- Represent Next Wave in arts industry forums, at special events, and act as media spokesperson for the organisation.

Operations and Finance

- Develop the annual budget and long-term forecast with the Treasurer.
- Work with the Board to develop a strategic approach to the financial and operational management of Next Wave to effectively deliver on the strategic plan.
- Approve expenditure, implement financial controls and monitor financial risks across Next Wave.
- Manage accounts payable and receivable, payroll, and month end processes with the bookkeeper.
- Manage quarterly and annual reporting for the organisation, with input from the team, Board and bookkeeper.
- Manage the annual audit process with the Treasurer and appointed auditor.
- Oversee the collation of comprehensive quantitative and qualitative data for Next Wave's programs for reporting to the Board and funders.

Next Wave,

- Maintain Next Wave's policy suite, including Code of Conduct and other workplace policies and procedures.
- Work with key staff to design, implement and manage business and administrative systems across Next Wave programs and venue.
- Oversee the work plan of the organisation and allocation of resources, including funds, staffing and venue.
- Oversee the operations of Next Wave's accommodation at Brunswick Mechanics Institute, including venue scheduling, maintenance and staffing.

People, Culture and Leadership

- Establish and encourage a collaborative and positive workplace culture through exemplary and ethical leadership.
- Uphold and promote organisational values of Justice, Friendship and Care.
- Lead direct reports, providing clarity of expectations, roles and responsibilities.
- Manage the annual performance review process, including reward and recognition, and performance improvement processes.
- Encourage a culture of continuous improvement through feedback, sharing and professional development through learning and mentorship.
- Manage recruitment, contracting and onboarding of all staff.
- Oversee compliance with industrial best practice and legislation with guidance from the Next Wave Board.

Compliance

- Oversee the delivery of Next Wave's operations in compliance with professional industry standards and ethical frameworks, risk frameworks, financial standards, and legal obligations.
- Manage reporting requirements to the ACNC, ATO and other legislative and statutory bodies.
- Train staff in and manage compliance with WorkSafe standards and Fair Work legislation, including psychosocial safety, workplace health and safety, child safety, and employment standards.
- Ensure compliance with all relevant legislative acts.
- Ensure Next Wave holds adequate insurance policies for property, public liability, directors liability, workers compensation, and other coverage as required.

Next Wave,

Governance

- Work with the Chair to manage appointments, scheduling, roles and responsibilities, allocation of work and agendas for the Next Wave Board and sub-committees.
- Prepare and circulate Board meeting agendas and reporting in accordance with the annual meeting schedule.
- Report to the Board on strategic, artistic, operational and financial matters for the organisation.
- Provide ad hoc reports and circular resolutions to the Board, as required.
- Ensure compliance with Board registration to the ACNC and other relevant bodies.
- Provide high-level advice and expertise to the Board as an ex-officio member to aid decision-making.
- Work with the Board to develop strategic plans, policies and procedures for Next Wave.