

## ABOUT THE ROLE

<b>Title:</b>	<b>General Manager</b>
<b>Reporting:</b>	CEO / Director
<b>Liaison:</b>	This position works collaboratively with the CEO/Executive Director; and oversees and supports Next Wave team together with the management team comprising of the Lead Creative Producer, Lead Program Producer and Communications Manager. This position interfaces with Next Wave Chair and Board of Directors, contractors (risk management, access), sponsors, donors and funding bodies, representatives from the three tiers of government & network of partner organisations.
<b>Salary:</b>	1.0 FTE at \$85,000 + 11% superannuation
<b>Engagement:</b>	1-year maximum term contract, with 4-month probationary period, with the option to renew subject to funding outcomes.
<b>Purpose:</b>	The General Manager works collaboratively with the CEO/ Executive Director to develop and deliver on the vision, purpose, values and strategic goals of Next Wave; leading Next Wave in business, finance and operations; and is responsible for maintaining organisational policy, supporting good governance and managing human resources.

## NEXT WAVE'S EMPLOYMENT POLICY

We value the rich contributions to the arts made by people from a variety of 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.

## OFFICE

Next Wave Inc.  
Brunswick Mechanics Institute  
Wurundjeri Country  
270 Sydney Road, Brunswick, VIC 3056

## GET IN TOUCH

[info@nextwave.org.au](mailto:info@nextwave.org.au)  
[nextwave.org.au](http://nextwave.org.au)

## CONNECT

FB [@nextwavefestival](#)  
IG [@next\\_wave](#)  
X [@next\\_wave](#)

## KEY TASKS

### Organisational

- Support CEO / Director to develop Next Wave strategic planning and direction.
- Maintain high-level knowledge of sector developments nationally and internationally.
- Implement operational activities of the organisation in accordance with Next Wave strategic objectives and key performance indicators (KPIs).
- Monitor and evaluate operational activities of the organisation, and ensure that KPIs are achieved
- Lead operational evaluations and reporting of operational activities.

### Policy and Governance

- Develop and manage the implementation of organisational policies.
- Manage compliance with Federal and State based legislation including requirements specific to not-for-profit organisations.
- Prepare board meeting agendas and assist the CEO / Director with Board correspondence and communications.

### Financial Management

- Lead financial planning, developing annual and program budgets and cash flow with CEO / Director and Managers
- Oversee staff to monitor budgets and reforecast on a quarterly basis
- Manage financial controls and monitor financial risks across the organisation
- Oversee financial systems including accounting, bookkeeping and payroll processes and procedures including employment and tax obligations
- Prepare financial statements and reports for the Next Wave Board, grant acquittals, financial audits and reporting purposes

### Business and Operations Management

- Oversee the design, implementation and integration of internal and external-facing business and administrative systems across the organisation including Email, CRM, Project Management tools, financial management systems
- Manage all licenses and compliance including Responsible Service of Alcohol, and undertake Licensee Training in order to be attached to BMI's liquor license as Licensee for the venue

### Human Resources

- Manage recruitment, selection, contracting and on-boarding of staff
- Ensure HR compliance, including keeping up to date with changes in legislation including (but not limited to) work cover, superannuation and award rates
- Monitor performance and plan professional development for all staff

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# Next Wave,

## **Development and Partnerships**

- Support CEO / Director, Communications Manager and Lead Creative/Program Producers to build strong networks, identify and develop arts and non-arts partners and opportunities.
- Contribute to development of sponsorship proposals and develop strategy for Next Wave sponsorships and goals (where relevant).

## **Fundraising**

- Maintain high-level knowledge of Australian and international funding opportunities.
- Develop and maintain relationships with key stakeholders.
- Research, write and provide input into funding applications for government and philanthropic support.
- Develop fundraising initiatives and earned income activities.
- Oversee and complete funding reports and acquittals.

## **Leadership**

- Represent Next Wave in industry contexts when required.

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