

POSITION AVAILABLE: Acting Deputy Director

Next Wave is looking for a rising arts leader with strong financial and business management skills to take on the role of Acting Deputy Director from July 2017 – July 2018.

The Acting Deputy Director will support the Director and CEO in the successful delivery of the Next Wave Festival 2018 as well as taking a lead role in the establishment of Next Wave's systems and processes for management of the City of Moreland's Mechanics Institute.

The successful applicant should be confident preparing and managing budgets and financial reports, board papers, contracts and acquittals, as well as overseeing organisational policy, culture, business systems and contributing to fundraising.

The role works 4 days per week in the Next Wave office, increasing to full time between March and May 2018. Work hours and arrangements can be flexible for the right candidate.

Aboriginal and Torres Strait Islander people, people with disability, and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.

Position Title: Acting Deputy Director
Currency: 0.8EFT, July 2017 - July 2018 (12 month contract).
Preferred start date: 24 July 2017
Location: Next Wave Office, Meat Market, North Melbourne
Remuneration: \$65,000 pro rata (plus 9.5% superannuation)
Applications Close: **5pm (AEST) Monday 22 May 2017; late applications will not be accepted.**

Interviews will be held mid June 2017 at the Next Wave offices in North Melbourne; we can also conduct interviews via Skype if required.

Applicants are advised to carefully read the detailed Position Description below. You should also familiarise yourself with the Vision, Mission and Values outlined on Next Wave's website, as a first step.

Applications are due by 5pm (AEST) Monday 22 May 2017. Please submit your application [via Recruiterbox](#) as one single PDF document.

Applications must include:

- A CV that includes contact details for 2 current referees
- A two page document (maximum) telling us about how your experience responds to the Key Competencies (see below) and why you would like to work with Next Wave.

Please note that it is not necessary to include a cover letter.

You are encouraged to speak with us prior to submitting your application. Enquiries about the position can be directed to Georgie Meagher, Director, on (03) 9329 9422 during business hours.

Please see over page for a full Position Description

Role:	Acting Deputy Director (Maternity Cover)
Purpose of role:	<ul style="list-style-type: none"> • Work in conjunction with the CEO to manage the delivery of long term strategic objectives, support the growth of the organization and the realisation of the vision and mission of Next Wave. • Support the CEO in the leadership of the organisation and assist them to achieve the objectives of their role • Oversee operational aspects of Next Wave including finance, reporting, administration, staffing, policy and the planning and logistical needs of the organisation across the programming cycle
Reporting line:	<ul style="list-style-type: none"> • Director/CEO
Direct Reports	<ul style="list-style-type: none"> • Business & Operations Manager • Mechanics Institute Producer • *Marketing Manager (in specific areas)
Key interfaces:	<ul style="list-style-type: none"> • Chair and Board of Directors • Marketing & Communications Manager • Creative Producer • Associate Producer • Contractors – ticketing, risk management, access, - auditor • Sponsors, donors and funding bodies • Representatives from the three tiers of government • Network of partners • Next Wave Festival staff
Key Accountabilities	<ul style="list-style-type: none"> • Financial management (CFO) • Board reporting, minutes, attending board meetings and subcommittees • HR – contracts, obligations and entitlements • Risk Management and Insurance • Policy & Advocacy –implementation and evaluation of Sustainability Action Plan, Disability Action Plan and development of RAP, and public communication of successes in this areas* • Stakeholder relations (Government) including contractual reporting obligations • Evaluation* <p>*Marketing Manager reports to the DD in these specific areas.</p>
Specific accountabilities and tasks:	<p>Financial Management and Reporting</p> <ul style="list-style-type: none"> • Develop organisational and project budgets • Work with the Creative Producer to oversee individual project budgets in relation to the overall financial management systems • Implement financial controls and monitor financial risks across the organisation, including as they relate to the Mechanics Institute venue • Authorisation of funding for projects, programs and general operations • Financial reporting to Board, funding bodies and financial sponsors, including preparation of month-end reports with support from the Business & Operations Manager <p>Fundraising and sponsorship</p> <ul style="list-style-type: none"> • Support the CEO in the development and implementation of Next Wave's fundraising and sponsorship strategies, including actively developing and leveraging networks • Work with Next Wave staff to prepare submissions and applications to current and potential Sponsors and Philanthropic, Government and Private Funders. • Liaising with and maintaining relationships with donors, sponsors and funding bodies • Cultivation of new donors <p>Human Resources</p>

	<ul style="list-style-type: none"> • With assistance from the Business & Operations Manager, oversee payroll processes, employment and tax obligations • Ensure HR compliance, including keeping up to date with changes in legislation including (but not limited to); work cover, superannuation and award rates • Oversee all staff and contractors' obligations and entitlements <p>Business management and Board Reporting</p> <ul style="list-style-type: none"> • Support the CEO in the management of the Next Wave program through overseeing negotiations and issuing contracts in relation to including (but not limited to): travel, venue hire, ticketing, volunteers and risk management • Work with the Creative Producer in respect of operational aspects of program implementation • Report to the Board against delivery plans relating to management of material operational issues, (including financial and fundraising, staffing and legal compliance and risk management issues), identifying key issues, successes and challenges • Develop strong working relationships with the Board of Directors and its associated sub-committees <p>Organisational policy and advocacy</p> <ul style="list-style-type: none"> • Oversee the administration, internal processes and support for staff and artists to ensure Next Wave meets, measures and continues to reassess its goals for environmentally sustainable business practices as outlined in the Sustainability Action Plan. • Ensure that Next Wave's goals relating to accessibility and inclusivity, as outlined in the Disability Action Plan are met • Develop and implement a Reconciliation Action Plan, in consultation with Board and Staff
Key competencies:	<ul style="list-style-type: none"> • Practical understanding of financial management, accounting standards and bookkeeping principles in a NFP arts context • Experience managing issues related to people, contracts and staffing • Understanding of the specific issues related to working with emerging artists, new work and/or festival contexts and • Interest in optimising business and administrative processes and solutions to boost productivity and foster positive workplace culture • Ability to manage relationships with key stakeholders, including Board members, government funders, supporters, partner organisations and sponsors • Ability to manage significant workloads during peak festival periods and work under pressure to meet festival delivery and deadlines
Experience and qualifications:	<ul style="list-style-type: none"> • Experience in arts administration, operations or business management • Demonstrated project management skills and the ability to self-manage and prioritise tasks • Experience in financial management and use of accounting software (Xero or similar) • Experience overseeing implementation and management of CRM systems (preferably Salesforce)