

Position Title:		Executive Director (Temporary)		Date:	21/10/2019
Role Reports to:		Board of Directors	Direct Reports:	Communications/Admin Officer, Project Officers	
Role Purpose:					
To effectively lead and advance Eastern Riverina Arts as the Peak Arts Organisation for the Region.					
Key Accountabilities:					
#	Accountability	Activities	Performance Benchmark		
1	Governance	<ul style="list-style-type: none"> Develop and deliver operational plan for the organisation consistent with the Strategic Plan of Eastern Riverina Arts. 	<ul style="list-style-type: none"> Strategic and Operational plans for Eastern Riverina Arts and are reviewed annually. 		
		<ul style="list-style-type: none"> Ensure that service activities and projects are established and maintained in accordance with Eastern Riverina Arts WHS, QA and Risk Management frameworks. 	<ul style="list-style-type: none"> All policies and procedures are adhered to. Risks are reviewed and risk minimisation strategies are developed. 		
		<ul style="list-style-type: none"> Monitor service and project outcomes to ensure ERA meets the principles of governing legislation including the governing Legislation, Confidentiality and Privacy laws etc. 	<ul style="list-style-type: none"> Service provision and project reports are completed in line with reporting requirements and funding agreements. 		
		<ul style="list-style-type: none"> Develop and implement policies and procedures in collaboration with the Board to support the effective and efficient delivery of Eastern Riverina Arts' services and projects. 	<ul style="list-style-type: none"> An annual review of policies and procedures occurs and following Board endorsement new or amended policies are put in place. 		
		<ul style="list-style-type: none"> Manage any grievances that have been escalated in accordance with the Eastern Riverina Arts policy. 	<ul style="list-style-type: none"> Grievances are responded to within 48 hours. 		
		<ul style="list-style-type: none"> Identify opportunities to promote and market Eastern Riverina Arts including: Media, Social Media and Website 	<ul style="list-style-type: none"> Marketing plan is established and reviewed every six months or as required for specific projects 		
		<ul style="list-style-type: none"> Provide accurate and timely reporting to the Eastern Riverina Arts Board including: agendas, minutes, financial and operational reports. Provide general information deemed as necessary 	<ul style="list-style-type: none"> Reports are provided prior to Board Meetings or as required. 		
		<ul style="list-style-type: none"> Supervise and manage Annual General Meeting processes 	<ul style="list-style-type: none"> Annual General Meeting is held on time with provision of required reports and documents. 		
		<ul style="list-style-type: none"> Oversee and maintain the current Membership of Eastern Riverina Arts 	<ul style="list-style-type: none"> Membership is maintained at current or increased rates 		
		<ul style="list-style-type: none"> Provide 6 monthly reporting to and hold annual meetings with contributing Councils of the Eastern Riverina Arts Region 	<ul style="list-style-type: none"> Reporting to contributing councils is provided in a timely manner and annual meetings are held and documented. 		
2	People Management	<ul style="list-style-type: none"> Manage the performance of the personnel of Eastern Riverina Arts including annual performance & remuneration reviews and formal monthly supervision. 	<ul style="list-style-type: none"> Performance reviews are undertaken within the agreed timeframe with feedback provided on performance throughout the year. Supervision meetings are held and documented each month. Remuneration rates are reviewed annually. 		

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		<ul style="list-style-type: none"> ▪ Develop individual development plans for members of the team in line with their training and development requirements. ▪ Manage the recruitment and selection process for members of the Eastern Riverina Arts team. ▪ Managing members of the team in accordance with Eastern Riverina Arts HR policies and procedures. 	<ul style="list-style-type: none"> ▪ Individual development plans are established, monitored and reviewed. ▪ The recruitment process is undertaken in accordance with agreed ERA policies and procedures. ▪ Coaching is provided as required 		
3	Financial Management	<ul style="list-style-type: none"> ▪ Prepare annual budgets for Eastern Riverina Arts in consultation with the Treasurer and Board. ▪ Review budgets to assess progress relative to target. ▪ Review monthly expenditure and income reports tracking the progress to target. ▪ Supervise Annual Audit and monthly bookkeeping processes ▪ Prepare and submit funding acquittals. ▪ Authorise expenditure within budget limits and in accordance with the parameters of the annual budget. 	<ul style="list-style-type: none"> ▪ Budgets are to be prepared and submitted to the Board for approval in November each year. ▪ Budgets are reviewed monthly with explanations provided for any variances. ▪ Expenses and income is monitored monthly. ▪ Annual Audit is completed ▪ Acquittals are completed and submitted ▪ Budget is adhered to with any variances explained. 		
4	Tenders & Funding Submissions	<ul style="list-style-type: none"> ▪ Develop and submit the Create NSW Multi-Year Funding application with Create NSW and Regional Arts NSW including acquittals and annual outcome reporting. ▪ Identify opportunities and attract new revenue or service improvement funding for Eastern Riverina Arts. ▪ Collaborate with external agencies and other third parties around the preparation of joint submissions. ▪ Seek feedback on submitted tenders to identify areas for improvement or to note best practice. 	<ul style="list-style-type: none"> ▪ Multi-year Funding Application submitted Core Funding application submitted Acquittals and reporting completed and submitted ▪ Funding opportunities are identified. Tenders and applications are submitted in accordance with eligibility criteria and funding requirements. ▪ Establish pre-submission agreements with external agencies detailing collaborations prior to submission. ▪ Feedback is sought from funding bodies and a summary is provided to the Board. 		

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		<ul style="list-style-type: none"> ▪ Manage the Annual CASP Funding Program including advertising, workshops, promotion and panel recommendations of successful projects ▪ Provide effective liaison with and between contributing Councils to maintain funding commitments. 	<ul style="list-style-type: none"> ▪ CASP Funding Program is completed on time and recommendations provided to Create NSW and Regional Arts NSW ▪ Maintain funding commitments from contributing Councils 		
5	Strategic Planning	<ul style="list-style-type: none"> ▪ Actively participate in and contribute to strategic planning for Eastern Riverina Arts ▪ Participate in the reporting of Strategic Plan objectives and accountabilities ▪ Identify projects and activities that will link to the operational plan and vision of Eastern Riverina Arts. ▪ Communicate the purpose and vision of Eastern Riverina Arts to the arts and non-arts communities ▪ Demonstrate the link between individual contributions and the strategic direction of Eastern Riverina Arts. 	<ul style="list-style-type: none"> ▪ The incumbent actively contributes to all strategy sessions. ▪ Objectives and accountabilities are achieved and reported ▪ Activities and projects are established with ERA vision and values in mind. ▪ The vision and purpose of ERA is broadly communicated, promoted and cascaded to all team member PD plans ▪ Individual team member objectives and plans are established. 		
6	Stakeholder Management	<ul style="list-style-type: none"> ▪ Develop and maintain relationships with funding bodies and strategic partners. ▪ Advocate the services and projects of Eastern Riverina Arts to key stakeholders in the community. ▪ Participate in and contribute to industry forums and peak bodies to support the development of the industry and to promote the work of Eastern Riverina Arts. ▪ Engage with and support artists from across the Eastern Riverina Arts region ▪ Provide and/or facilitate professional development opportunities and information to artists within the Eastern Riverina Arts region ▪ Collate and interpret data as required to promote the Arts to Government, funding providers and key stakeholders 	<ul style="list-style-type: none"> ▪ Funding bodies and strategic partners speak favourably of ERA ▪ Key stakeholders have a high awareness of ERA services and projects. ▪ Attendance at forums and conferences as well as develop research and present papers. ▪ Artist engagement is undertaken routinely ▪ Professional Development and industry support and advice / information is provided to artists ▪ Accurate information and data is provided as required to the Arts and Community Sectors 		
7	Administration	<ul style="list-style-type: none"> ▪ Supervise and delegate administration activities including: general administrative requirements, data base development & 	<ul style="list-style-type: none"> ▪ Administrative duties and functions are completed to a high standard and within agreed time frames. 		

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		management, financial management, vehicle maintenance, filing, correspondence, insurance and equipment / resources			
		<ul style="list-style-type: none"> ▪ Provide letters of support for worthy projects within the Eastern Riverina Arts region 	<ul style="list-style-type: none"> ▪ Letters of support are provided 		
8	Personal Development	<ul style="list-style-type: none"> ▪ Identify opportunities for personal growth and development and undertake training as specified in the individual development plan. 	<ul style="list-style-type: none"> ▪ Individual development plans are established and is followed through 		
Decision Making	<ul style="list-style-type: none"> ▪ Independently 	Management of Eastern Riverina Arts is undertaken by the position which includes: the review of programs and projects; people management; budget management; as well as establishing and maintaining relationships with key stakeholders.			
	<ul style="list-style-type: none"> ▪ Refer to Board 	Expenditure above agreed limits, major service changes and sensitive matters around staff issues, disciplinaries are discussed with the Board.			
	<ul style="list-style-type: none"> ▪ Cascade down 	Daily operations of Eastern Riverina Arts are delegated to the direct reports.			

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Key Relationships / Interactions				
Internal:		External:		
<ul style="list-style-type: none"> ▪ Board Chair – Fortnightly, to discuss priorities as well as to seek feedback on performance. ▪ Board – As required, to seek mentoring and professional development ▪ Communications– Daily, to discuss external marketing and promotion requirements to work on funding submissions, seek support as well as to share knowledge and ideas. ▪ Administration Officer – Daily, to discuss administrative requirements ▪ Other Board Members – As required, to discuss ERA programs and deliverables. 		<ul style="list-style-type: none"> ▪ Create NSW / RANSW – As required, to discuss any operational concerns and sector. ▪ Project Partners – As required, to discuss operational matters around project delivery. ▪ Community Stakeholders – As required, to promote the role vision and purpose of Eastern Riverina Arts ▪ Government/ Funding Agencies – As required, to discuss tender and funding requirements, lobbying and systemic advocacy. ▪ Contributing Councils – As required to discuss funding contributions, operational outcomes 		
Key Role Challenges				
1.	Attracting and retaining funding to ensure current and future viability of Eastern Riverina Arts			
2.	Maintaining sector knowledge and specialist skills in an industry that is in a period of change.			
3.	Aligning the strategic vision and operational plans of Eastern Riverina Arts to ensure that they deliver the desired outcomes.			

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Knowledge / Qualifications	Skills		Experience	
<p>ESSENTIAL CRITERIA</p> <ul style="list-style-type: none"> ▪ Demonstrated understanding of arts and cultural development and the capacity to plan and implement arts/cultural strategies in a regional and rural environment. ▪ Demonstrated understanding of the role the Executive Officer to a Board of Management and of managing small team in a not-for-profit arts, cultural or similar organisation. ▪ Demonstrated skills in the preparation of submissions and reports, reflecting a broad knowledge of funding sources, with examples of success in applying for funding. ▪ Demonstrated experience in the preparation and management of budgets and financial statements. ▪ Demonstrated skills in project and event management. ▪ Demonstrated skills in negotiation and facilitation of arts and cultural activities ▪ Proven ability to establish and maintain strategic partnerships with a diverse range of stakeholders including government (Local & State), community organisations, arts/cultural organisations and individuals. 	<ul style="list-style-type: none"> ▪ Communication & Influence – Promoting the operational objectives of Eastern Riverina Arts to the team as well as influencing key stakeholders to gather support for new programs or initiatives. ▪ Working within a Team – Working as part of a team to support the delivery of the operational needs of the service. ▪ Developing Self – Identifying and acting on opportunities for self-improvement. ▪ Leadership & People Management – Performance management of the Eastern Riverina Arts team including conducting reviews and establishing individual development plans. ▪ Develops & Shares Knowledge and Innovative Ideas – Provides guidance around key operational matters and aids independent decision making within the team. ▪ Planning and Organising – Meeting monthly operational objectives and reporting deadlines. ▪ Building Relationships & Growing the Business – Identifying opportunities to promote the work of Eastern Riverina Arts and expand the community services offer. 		<ul style="list-style-type: none"> ▪ Working with arts and non-arts communities ▪ Managing the performance of a team including dealing with people issues that have been escalated. ▪ Working with a Board of Directors to participate in strategy development. ▪ Working with external partners on service delivery matters. ▪ Dealing with Government agencies. ▪ Managing budgets for projects and service offers. ▪ Preparing submissions for tenders. ▪ Project and time management. 	

<ul style="list-style-type: none"> ▪ Ability to prioritise work, meet deadlines, work flexible hours and travel around the region. ▪ A current driver's licence ▪ Relevant tertiary qualifications and/or commensurate experience in the field and/or recognised achievement in one or more area of the arts. ▪ Knowledge of the Eastern Riverina Arts Region. ▪ The successful applicant will provide a Working with Children and Police Background Check. 		
<p>Incumbent:</p>	<p>Signed:</p>	<p>Dated:</p>