

JOB PACK | EXECUTIVE DIRECTOR

MARCH 2019



La Boite | Your Voice, Your Stories, Your Theatre

La Boite is an Australian national treasure and one of Queensland's most revered producing houses. As Australia's oldest continuously running theatre company, La Boite has been home to the adventurous and the alternative for more than 90 years.

La Boite understands that the stories, ideas and voices of our city and country are many and varied and as such seeks to represent and engage in this beautiful and rich diversity: the diversity of form, ideas, ethnicity, gender and identity.

La Boite is committed to collaboration, which starts and ends with our artists and audiences. Our Artist Development Programs span from commissions and workshops through to dedicated developments of new works, as well as participation in our annual HWY Festival. Our Youth & Participation programs cultivate the next generation of performers in the Queensland Arts Industry.

La Boite is based in the unique 400 seat Roundhouse Theatre in Kelvin Grove on the Queensland University of Technology campus.

We actively seek out collaborations with exciting partners to create new work and expand the possibilities of form. La Boite has presented work with Brisbane Festival, Circa, Sydney Theatre Company, Belvoir, Griffin Theatre Company, Opera Queensland, Dead Puppet Society, The Farm, Playlab and QUT Creative Industries.

In 2019, under Artistic Director Todd MacDonald, La Boite continues to develop and present vital new Australian work.

Vision

A locally, nationally and internationally impactful theatre company known for its daring, passion and connectedness.

Mission

To create exhilarating theatre that embraces audiences and elevates artists through its engagement with its community.

We Value

Artistic Process

At the core of La Boite are the artists and their process. We believe in long term investment in development. We believe in discipline, patience and flexibility in our creative interactions.

Respect

We embed diversity in all we do. We acknowledge the traditional owners where we create and are responsive and inclusive with our audiences and artists.

Relevance

We make work that is connected to our communities locally and globally. We respond to our environment, provoke change and encourage debate.



Alex Lee, Courtney Stewart and Hsiao-Ling Tang in *Single Asian Female* by Michelle Law, 2017
Photo by Dylan Evans

ABOUT THE JOB | EXECUTIVE DIRECTOR

La Boite is seeking an Executive Director to work with the CEO/Artistic Director to lead this nationally recognised theatre company.

This position is an excellent opportunity for a motivated manager or producer to excel in a fast-paced and creative environment. The successful candidate will work in close partnership with the CEO / Artistic Director and is responsible for managing the company's Board approved strategic planning, producing, financial operations, human resources, venue, marketing and development activities.

The Executive Director will need significant experience in producing and managing arts organisations and/or projects. Senior experience in a subsidised arts organisation will be important in leading this medium sized theatre company. Experience working with multiple stakeholders (including government, donors, sponsors and the artistic community), board reporting, financial management and human resources are also crucial to success in the position. The successful candidate will need to understand strategic development and implementation and be confident leading the marketing, programing, development and production teams at La Boite.

La Boite is a venue based theatre producer that is building its touring and festival reputation and the ideal person will love working in a fast-paced and creative environment. We are looking for a collaborative, proactive person capable of creative problem solving, who values inclusion and team building.

La Boite is an inclusive organisation and strongly encourages Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse applicants to apply.

The position is full-time and based in Brisbane with some travel and outside work hours required

Overview

Hours:	Full-Time 38 hr/week Office hours are 9am to 5.30pm Some outside office-hours work and travel required. Attendance at out-of-hours events required
Reporting to:	This position reports to the Artistic Director/CEO The Executive Director will act as Company Secretary and will be required to prepare and present reports to the Board of La Boite Theatre Company on designated issues.
Supervising:	This position supervises the following staff: Development & Philanthropy Manager, Production Manager, Finance & Venue Manager, Marketing Manager, Creative Producer.
Salary:	To be negotiated with successful candidate
Additional Conditions:	N/A

La Boite Theatre Company values the importance of a work/life balance and flexible working hours are available.

Goal

In partnership with the Artistic Director, provide leadership to define and realise the strategic and artistic goals of the Organisation, with a focus on business leadership.

Duties and Responsibilities

STRATEGIC & ARTISTIC PLANNING

- Develop quadrennial Strategic Plans in conjunction with the Board, CEO/Artistic Director and staff
- Lead the operational funding application, reporting and acquittal process for all levels of government, establishing and nurturing good relationships with all agencies
- Oversee annual strategic planning review processes
- Lead organisational planning
- In conjunction with the CEO/Artistic Director, develop and deliver the Artistic program as approved by the Board and in accordance with the Strategic Plan of La Boite

PRODUCING

- In collaboration with the CEO/Artistic Director and Creative Producer, act as Executive Producer for La Boite productions including overseeing licensing, commissioning and contracts for productions.
- Negotiate co-production agreements and budgets for productions
- Oversee the development and execution of La Boite touring activities, including actively promoting La Boite production to appropriate presenters.
- In collaboration with the CEO/Artistic Director appoint production creatives, actors, workshop staff and other artists
- Develop and reconcile project budgets and debrief projects and programs
- Maintain a good knowledge of appropriate certified agreements, awards and legislation which applies to performers, artists and crew.

HUMAN RESOURCES

- Appoint staff including but not limited to: administration, marketing, development, management and production staff
- In collaboration with the CEO/Artistic Director appoint production creatives, actors, workshop staff and other artists
- Lead the staff performance review process including identifying professional development activities for staff
- Develop, implement and monitor staff policies, procedures and update these as necessary
- Coordinate payroll details for submission to Finance Department
- Monitor, implement and communicate industrial awards and legislation changes
- Ensure complaints and grievances are handled appropriately in accordance with the documented Reporting Procedure
- Develop and manage the organisation's operating policies and procedures to ensure they are a comprehensive reference and in accordance with current legislation

BUSINESS MANAGEMENT

- Develop and oversee organisational risk management plan
- In consultation with the Finance & Venue Manager oversee insurance needs, assessment and policy selection
- Ensure the organisation is compliant with all relevant legislation
- Oversee the negotiation of key contracts including but not limited to leases, partnerships and sponsorships
- Oversee legislation compliance and review annually
- Oversee development and review of the Employee Policy and Procedure Handbook
- Oversee the creation and distribution of the organisation's annual report

VENUE MANAGEMENT

- Oversee and approve risk assessments for all venue activities
- Manage venue to maximise venue utilisation and revenue from venue hirers
- Manage capital expenditure planning and procurement for venue equipment in collaboration with Production Manager
- Oversee the Finance & Venue Manager, in managing venue operations including: ticketing functions of the company including the high-level relationship with ticketing providers; front of house operations; and bar/café operations including licencing and compliance
- Oversee operations of the Venue's Liquor Licence including Approved Manager qualifications and responsibilities (shared with Finance & Venue Manager)

FINANCE

- Develop annual budgets and 3 year forecasts as required in collaboration with the contract Accountant and Finance & Venue Manager
- Monitor and revise annual and project budgets as necessary
- Authorise expenditure against approved budgets
- Work with the Finance & Risk Committee of the Board to produce financial reports
- Oversee the internal preparation of annual audited financial statements
- Oversee sound financial management systems and protocols
- In collaboration with the contract Accountant, monitor and effectively manage cash flow
- Monitor and report on the financial performance of all department areas
- In collaboration with the CEO/Artistic Director develop and negotiate all parameters for projects including significant artist contracts
- In collaboration with the CEO/Artistic Director develop and distribute project overviews and actionable plans to staff and collaborators

- In collaboration with the CEO/Artistic Director negotiate contracts with key project partners
- In collaboration with the CEO/Artistic Director oversee the management of all program and project deliverables and ensure they align with key stakeholder expectations
- Communicate key project information to CEO/Artistic Director and other staff as appropriate

NETWORKS AND RELATIONSHIPS

- Act as a representative for La Boite within high level arts, business, community and other relevant networks
- Represent La Boite at key industry meetings and fora.
- Establish and maintain strong local, state and national government and industry relationships and partnerships

MARKETING

- In collaboration with the CEO/Artistic Director and Marketing & Audience Development Manager, oversee the development and implementation of annual and project specific marketing plans and campaigns
- Review marketing campaigns against planned objectives

DEVELOPMENT & PHILANTHROPY

- With the Development & Philanthropy Manager, develop long-term development and philanthropy strategies to achieve business plan goals and revenue targets
- Maintain excellent relationships with government, the business and philanthropic communities and develop new networks for potential sponsors and patrons
- In collaboration with the Development & Philanthropy Manager and Creative Producer, prepare, acquit and review all funding submissions and applications

GOVERNANCE

- Assist the CEO to coordinate and implement annual strategic plan and board self-assessment review process in collaboration with the Board of Directors
- Meet regularly with the Board Chair and Finance & Risk Committee Chair to review risks, financial position and other strategic issues
- Coordinate board and subcommittee meetings, minutes and resulting actions
- In collaboration with the Board of Directors develop policies for approval
- Coordinate and distribute board papers including but not limited to: monthly financial reporting, development reports, and other papers for board approval or review
- Ensure compliance requirements are met by providing reports to other government bodies as required
- May be asked to act as La Boite Theatre Ltd's Company Secretary

Other

- Comply with La Boite's Workplace Health and Safety Policy and actively promote safety in the workplace
- Comply with La Boite's Prevention of Discrimination, Sexual Harassment and Bullying Policy
- Comply with all other La Boite policies and procedures and with relevant legislation and regulations.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Selection Criteria

1. A minimum of 3 years arts management experience with financial and HR responsibility.
2. A degree in business, management or an equivalent qualification
3. Demonstrated experience in strategy development and execution
4. Demonstrated experience managing stakeholder relations with government, donors and sponsors.
5. Proven ability to manage projects and task in the area of marketing and sponsorship
6. Extensive knowledge of the Australian performing arts industry including funding structures, arts networks and industrial relations.
7. Excellent oral and written communication skills

How to Apply

Your application should include the following:

- A cover letter highlighting your key skills and experience
- A statement of no more than four A4 pages demonstrating how your skills and experience address each of the selection criteria.
- A current resume, including contact details for two referees

Please email your application by 5pm on Monday 8 April 2019 with *Executive Director* in the subject line to: jobs@laboite.com.au

If you would like more information about the role, please email jobs@laboite.com.au or call Artistic Director/CEO Todd MacDonald on 07 3007 8600.



Gideon Mzembe and Pacharo Mzembe
In La Boite and Brisbane Festival's *Prize Fighter* by Future D. Fidel, 2017 Belvoir Season
Image by Brett Boardman