

Candidate Information Pack

Chief Executive Officer –
Godinymayin Yijard Rivers Arts
& Culture Centre



**Godinymayin
Yijard Rivers**
Arts & Culture Centre

INFORMATION PACK – CHIEF EXECUTIVE OFFICER GODINYMAYIN YIJARD RIVERS ARTS & CULTURE CENTRE (GODINYMAYIN)

August 2021

Position Title: Chief Executive Officer

Reporting to: Board of Directors

Direct Reports: 3.5 Full-time staff plus casuals/contractors

Salary: \$110,000, plus superannuation and allowances

Location: Katherine, Northern Territory

Conditions: Three-year, full-time contract with the possibility of extension

BACKGROUND

Godinymayin Yijard Rivers Arts & Culture Centre (Godinymayin) is the premier arts and culture centre and meeting facility for the Big Rivers Region and is located in Katherine, NT. It features events, local and national touring performances, exhibitions, meetings and conferences.

Located 314km south of Darwin and 1142km north of Alice Springs, Katherine is often referred to as the 'crossroads'. The town is a critical centre for servicing the many remote communities in the surroundings and offers enormous employment potential for individuals excited about a chance to grow both professionally and personally.

The Katherine region has a population of just over 24,000, 60% of which identify as Aboriginal. The traditional owners of the land in and around Katherine are the Jawoyn, Wardaman and Dagoman peoples. Katherine was an important meeting place for Aboriginal people and remains a place of convergence. Katherine is the regional hub for the Big Rivers Region that spans over 360,000 sq km and consists of the famous Nitmiluk national park, and remote Indigenous communities. Major industries include tourism, horticulture, pastoral, mining, defence and renewable energy.

Situated amongst some of the most remarkable natural landscapes in the world, nature-based recreation activities are a huge part of the Katherine adventure and residents spend their days camping, fishing, canoeing, bush-walking, hunting, swimming and all-round exploring the magnificent Outback.

This is an excellent opportunity for someone who has demonstrated experience achieving positive artistic, economic and social outcomes to take one of the NT's newest and most successful arts and cultural centres into the next chapter of its story, which includes \$4.5 million upgrade of infrastructure.

OUR NAME

Godinymayin (Goddling-marn) is the name of a respected Aboriginal elder who once lived on the land on which the Centre is built. He had a particularly close attachment to this land in accordance with local Aboriginal culture. Godinymayin's story was the rock wallaby which you can see in our logo and public art. Yijard (I-jard) is the word used for 'big' in one of the local Aboriginal languages. The Katherine region is known locally as the 'Big Rivers' region. Rivers such as the Katherine, the Roper, the Wilton, the Victoria and the Daly flow through the area, hence 'Yijard Rivers'.

WHAT WE ARE LOOKING FOR

The Godinymayin Yijard Rivers Arts & Culture Centre (Godinymayin) is one of the Territory's premier arts and cultural organisations. Its purpose is nurturing, developing and promoting the creative and cultural spirit of the Katherine and Big Rivers Region and providing a gathering space for all.

Godinymayin is looking for an experienced, energetic and entrepreneurial Chief Executive Officer (CEO) ready to drive the organisation's strategic development and guide it towards long-term success. Based in Katherine, the position of CEO is effectively responsible for all aspects of the day-to-day operations and strategic vision.

ABOUT THE ROLE

An exceptional opportunity exists for an experienced Chief Executive Officer to lead and drive the strategic direction and vision of the Godinymayin Yijard Rivers Arts & Culture Centre.

This position is responsible and accountable for achieving the *Godinymayin Yijard Rivers Arts & Culture Centre Strategic Business Plan 2021-2025* in conjunction with the Board, building the reputation and profile of the Godinymayin within the arts and cultural sector, managing the internal and external operations of the centre, managing key strategic relationships, and providing consistent high-level advice to the Board on operations, policy, and planning.

To thrive as CEO you must be an inspiring and motivational leader and be practical to lead a team by example. The ideal candidate will have a commercial mindset and a demonstrated track record to undertake strategic business development, establishing new economic opportunities and revenue diversification to ensure long-term sustainability. As well as experienced in the delivery of high quality artistic and cultural programs, and venue and facilities management.

Well-developed interpersonal and cross-cultural skills are essential, and the ability to effectively manage stakeholder relationships is critical.

An appealing salary package will be negotiated with the successful candidate that includes vehicle use, six weeks annual leave, and salary sacrifice opportunities.

SALARY PACKAGE

- Base salary to be negotiated with the successful candidate (Circa \$110k)
- 9.5% superannuation
- Six weeks Annual Leave
- Reasonable relocation costs
- Salary Sacrificing is available for this position

TO APPLY

Please submit your application addressing the Selection Criteria, CV and three referees to tanya@circulanation.org using the subject line: GYRACC CEO

Your application should include:

- A cover letter outlining your interests, experience and suitability for the position
- A document responding to each of the individual selection criteria points (maximum three pages)
- Your current CV, including the names and contact details of three referees.

**Applications will be reviewed as they are received, and close:
5.00pm (AEST), Sunday 22 August 2021.**

Interviews will be conducted in person, or via Zoom or teleconference, with the successful applicant ready to take up the position in late September / early October.

Enquiries: Tanya Egerton, Circulanation

E-mail: tanya@circulanation.org

Ph: 0482 568 100

POSITION DESCRIPTION

Key Responsibilities

Focus: Improve enterprise sustainability, increase utilisation, drive revenue, develop effective relationships through stakeholder engagement and build organisational capacity.

STRATEGIC AND OPERATIONAL MANAGEMENT

- Implement, monitor and review the Strategic Business Plan.
- Develop and coordinate operational plans and forward cultural programs in line with the Strategic Business Plan.
- Be entrepreneurial through securing business opportunities to improve the Centre's sustainability.
- Harness resources and staff for efficient and effective operations.
- Ensure effective operational systems and policies are in place.
- Prepare and update written policy and procedures.
- Maintain and develop strategic relationships and partnerships within and across the cultural, arts, tourism, Indigenous and economic development sectors.
- Represent Godinymayin as the spokesperson at public forums, functions, events and meetings.
- Oversee the maintenance of all assets, equipment and resources, conducting regular risk assessments through effective compliance of all the operations Work Health and Safety Plans.
- Oversee development and delivery of all communications, marketing and publicity materials (including, for example, member communications, media materials and marketing collateral).
- Manage the successful delivery of key events, exhibitions, conferences and workshops, as required.

GOVERNANCE

- Facilitate Board of Directors' meetings with timely Board papers, effective agendas, minutes, financial reports as well as decision and position papers.
- Work with the Board to facilitate good governance for effective decision-making with high levels of transparency and reporting with strong cross-cultural communication and understanding.
- Report on the implementation and monitoring of the Centre's goals and KPI's within the Strategic Business Plan.
- Monitor the implementation of board decisions, ensuring decisions are followed through by staff and operational processes.
- Ensure the company meets all legislative obligations and responsibilities, including reporting to ACNC and relevant funding agencies.

FINANCIAL

- Achieve financial targets and manage all aspects of Godinymayin's financial and business activities including financial planning, annual and project budgeting, price structuring and monitoring expenditure to achieve a surplus.
- Oversee effective financial control of all finances, income and expenditure through effective bookkeeping, financial management practices, accounting and record-keeping systems and ATO reporting.
- Secure annual and multi-year funding from a range of sources and ensure they are sufficiently diversified to minimise financial risk for the organisation.
- Develop additional diverse range of revenue streams such as hire and service fees, sales, donations, philanthropy and sponsorship.
- Be accountable and transparent with all financial transactions with the awareness that Godinymayin operates on a strictly limited budget.
- Coordinate end of year financial reporting and annual report, audit and ACNC reporting.

- Implement strategies to improve cost efficiencies.
- Manage grant funds effectively and meet funding bodies' acquittal obligations on time.

PEOPLE AND CULTURE

- Oversee all human resource functions including recruitment, supervision and support of Godinymayin staff and volunteers, fostering an organisational culture that attracts, rewards and retains high calibre staff.
- Ensure human resource management practices are aligned with the objectives of the Strategic Business Plan and relevant legislation.
- Manage the annual staffing schedule of Godinymayin staff, to ensure sufficient staffing levels are maintained, making allowances for operational peaks and troughs.
- Maintain clear and regular communications within the Godinymayin team to effectively coordinate, prioritise and employ resources.
- Support the performance of staff in line with position descriptions and conduct six-monthly performance reviews.
- Foster on the job mentoring, training and professional development opportunities for staff.
- Ensure Godinymayin policies and procedure documents such as code of conduct, staffing policies, vehicle use, travel, etc. are kept up to date and that all staff are aware of their rights and responsibilities.
- Ensure all people involved with Godinymayin recognise and respect cultural protocols in to build a strong cross-cultural organisation.

SELECTION CRITERIA

1. Demonstrated high level strategic thinking and entrepreneurial skills with a track record in implementing and monitoring business strategy with a focus on revenue growth.
2. Extensive experience in enterprise and operational management delivering on financial, asset and property management in a sustainable and accountable manner, and experience in managing commercial contracts.
3. Proven experience in management and programming of a venue, events and / or cultural programs.
4. High-level organisational and coordination skills including the ability to work autonomously and under pressure, prioritising workloads and maintaining flexibility.
5. High-level written, oral and interpersonal communication skills with the ability to negotiate, collaborate, build and sustain relationships and strategic alliances. Demonstrated ability to work effectively with team members, internal and external stakeholders, Non-Government Organisations (NGOs) and private sectors, Indigenous, and community members at a senior level, specifically to build client relationships, build partnerships to secure sponsorships, philanthropic and government funding.
6. Proven high-level skills and ability to work in a cross-cultural and sometimes challenging environment with substantial knowledge of issues affecting people in remote and regional areas, including Indigenous communities.
7. Demonstrated ability to manage and develop staff in an efficient and fair manner.
8. Demonstrated ability to lead, be flexible and work cooperatively in a small team.
9. Track record of engagement in best practice governance and demonstrated capacity to work with a board of directors.
10. Tertiary qualifications in business management or similar relevant qualification and/or extensive demonstrated relevant professional experience.
11. A Working With Children (Ochre) Card or ability to acquire and a current "C" class driver's license.

Applications close 5.00pm (AEST), Sunday 22 August 2021.

OUR VALUES

Inspiring

Memorable experiences, freedom to be creative and challenged.

Reconciliation

Walking together as one.

Inclusion

Everyone, in all our diversity.

Participation

Active and engaged.

Real

Authentic and relevant.

Bold

Be exposed and have the courage to explore new boundaries.

Partnership

Positive relationships and connections.



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LOT 3238 Stuart Hwy, Katherine East NT 0850

www.gyracc.org.au