



## Chief Executive Officer POSITION DESCRIPTION

January 2024

CEO Opportunity	Information
Employer	Katherine Regional Cultural Precinct
Contract Term – 3 years	Commencement – February/March 2024
Position	Chief Executive Officer
Location	Godinymayin Yijard Rivers Arts and Culture Centre, Stuart Hwy, Katherine NT 0850
Employment Status	Full Time; 38 hours Monday to Friday
Direct Reports	3-5
Reports to	Board of Directors
Remuneration	Base salary of \$110,000 per annum, paid fortnightly, plus 11% superannuation guarantee
Additional Benefits	Six weeks annual leave; salary sacrificing is available; use of organisation vehicle; support for professional development/conferences (by Board approval)
Probationary period	90 days

### ABOUT THE ROLE

Godinymayin is looking for an experienced, energetic and entrepreneurial CEO ready to drive the organisation's business plan and strategic developments, and continue the good work of our outgoing CEO Eric Holowacz. Based in Katherine, the position is effectively responsible for all aspects of the day-to-day operations, staff leadership, visitor experience, and strategic vision.

This position is also responsible for building the reputation and profile of Godinymayin within the arts and cultural sector, managing the internal and external affairs of the centre, guiding key strategic relationships, and providing consistent high-level advice to the Board on programming, policy, and planning.

Our next CEO will be an inspiring and motivational leader, be practical in his/her approach, and lead the team by example. The ideal candidate will have a commercial mindset and a demonstrated track record in strategic business development, economic opportunities and revenue diversification, and bring experience in presenting cultural programming, managing venues and facilities, and administering non-profit charities with annual budget of over \$1 million.

Well-developed interpersonal and cross-cultural skills are essential, and the ability to effectively manage stakeholder relationships is important to our organisation's place in the community. An appealing salary package will be negotiated with the successful candidate that includes vehicle use, six weeks annual leave, and salary sacrifice opportunities.

## **POSITION DESCRIPTION**

**Primary Objectives:** To improve enterprise sustainability; increase utilisation and visitorship of facilities; drive revenue and secure new resources; develop and maintain effective community relationships; build organisational capacity and audiences.

**Key Responsibilities:**

### **STRATEGIC AND OPERATIONAL MANAGEMENT**

- Implement, monitor and review the Strategic Business Plan.
- Develop and coordinate annual/operational plans and cultural programming in line with the Strategic Business Plan.
- Be entrepreneurial and lead business growth and opportunities to improve the Centre's sustainability.
- Cultivate and support staff to ensure efficient and effective operations.
- Ensure effective administrative systems, compliance and reporting, and policies are in place.
- Maintain and develop strategic relationships and partnerships 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, resources, and adhere to Work Health and Safety Plans.
- Oversee development and delivery of all communications, marketing and publicity materials
- 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; maintain corporate files
- Work with the Board to facilitate good governance for effective decision-making with high levels of transparency and reporting, and 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 annual budget expectations, and manage all aspects of Godinymayin's financial and business activities
- Supervise part-time bookkeeper to oversee effective financial controls, fiscal practices, accounting, record-keeping and ATO reporting.
- Secure grants and funding agreements from a range of sources and ensure they are diversified to minimise financial risk
- Grow earned income and revenue streams such as venue hire/rentals, gallery sales, retail shop sales, and donations/sponsorship.
- Be accountable, transparent, and ethical in all fiduciary responsibilities.
- Coordinate end of year financial reporting and annual report, annual audit, and ACNC reporting.

## 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 great people
- Ensure human resource management practices are aligned with the objectives of the Strategic Business Plan and relevant legislation.
- 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 regular 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, EAP, 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 to ensure a strong cross-cultural organisation.

## SELECTION CRITERIA

- Demonstrated high level strategic thinking and entrepreneurial skills with a focus on revenue growth, grant funding, and visitor experience.
- Demonstrated experience in managing non-profit organisations, including strong financial management ability, asset and property management skills, and community or public-private partnership successes.
- Proven experience in management and programming of a venue, arts events and/or cultural programming.
- High-level organisational and coordination skills including the ability to work autonomously and under pressure, lead and inspire a small team, prioritising workloads and maintaining flexibility.
- High-level written, oral and interpersonal communication skills—ability to negotiate, collaborate, build and sustain relationships and strategic alliances. Demonstrated ability to work effectively with



team members, internal and external stakeholders, other non-profit and private sector entities, Indigenous leaders, and community members at a senior level.

- Proven high-level skills and ability to work in a cross-cultural (and sometimes challenging) environment, a knowledge of issues affecting people in remote and regional areas and the Indigenous communities we work with.
- Demonstrated ability to manage and develop staff in an efficient and fair manner.
- Demonstrated ability to lead, be flexible and work cooperatively in a small team.
- Knowledge of best practice governance and demonstrated capacity to work with and support a Board of Directors.
- Tertiary qualifications in business or cultural management, or similar relevant qualification, and/or extensive demonstrated relevant professional experience.
- A Working With Children (Ochre) Card is desired.
- Ability to acquire and a current "C" class driver's license.