



## THE COMPANY

### *MISSION:*

To provide a strong, viable and vibrant infrastructure for producing and presenting the arts in the Northern Territory and beyond.

### *CORE VALUES:*

**Respectful** of the diverse circumstances of our artists and audiences; of cultural and language differences; of the chrysalis of artists' creative ideas

**Responsive** to the needs of artists, the arts sector and the wider community; to the requirements and needs of staff; to shifting audience patterns and tastes; to moments of brilliance, moments of potential and to moments of blinding originality

**Transparent and accountable** in the process of selection and support of artists and artworks ; in organisational alliances and partnerships; in aspirations, goals and visions; in the exchange between the organisation, staff, and the wider environment

**Ethical** in business, professional and artistic practice

**Collaborative** in our working methodologies and in participation

**Creative** in the use of resources; in scope; in organisational frameworks; and in our project and program delivery

### *STRATEGIC GOALS:*

1. To maximise the potential of Browns Mart as a performance and activity space, and enhance the cultural potential of the surrounding area
2. To develop, produce, present and tour a range of high quality, contemporary Northern Territory theatre and performance works
3. To develop the skills and professional opportunities for Northern Territory artists and arts workers
4. To build markets for the activities of the organisation
5. To have best practice governance, management and operations
6. To be a strong, financially stable company with a secure future.

"Brown's Mart Arts Ltd." is a company limited by guarantee managed by a board of directors. The company consists of:

- (1) 32° - Brown's Mart Production House (32°), the development and production arm of the company; and
- (2) Brown's Mart Theatre (BMT), the venue and associated precinct

Unless otherwise specified in this document, "Brown's Mart" shall be understood to refer jointly to both entities. While each entity is separately managed, they report to the same Board of Management.

32° operates from the administration building of BMT, a government owned precinct consisting of a heritage listed theatre, live music venue ("Happy Yess", separately managed), a bar and covered courtyard, rehearsal room, and two administration areas.



## **BUSINESS MANAGER**

### **JOB DESCRIPTION**

The Business Manager will be the Chief Administrative Officer, Strategic Leader and Key Spokesperson of the organisation.

The Business Manager will have proven expertise in financial and senior business management and experience across a diverse range of regional, national, or international platforms.

The Business Manager must have highly developed communication and leadership skills with demonstrated experience communicating with stakeholders from diverse backgrounds.

The Business Manager must have an ability to lead the organisation strategically with a clear appreciation of Brown's Mart's place in the cultural landscape of the Northern Territory.

The Business Manager must work in consultation with the Executive Committee and Board of Management, the current staff and the constituents of Browns Marts Arts to actively develop and implement a vision for its future. This vision will have at its heart the development of a respected multi-functional arts presentation and development space as well as the creation and presentation of high quality, adventurous and accessible public performance.

Key to articulating this vision will be:

- An ability to support and foster the work of the production arm (32°) and the venue (BMT) to together achieve the company's mission
- A profound drive to building capacity – artistically, culturally and financially
- A strategic approach to creating dynamic opportunities for artists and audiences
- A genuine commitment to audiences and increasing audience access

### **KEY SKILLS AND QUALITIES**

- Demonstrated capacity as a business leader and manager
- Exceptional writing and speaking skills and a master ability to communicate the vision of the company to diverse stakeholders in a clear and accessible manner
- A broad working knowledge of management practices
- Demonstrated development of an organisation's multiple range of activities, and of shaping public engagement with these activities
- Proven ability to support and nurture productive organisational partnerships
- Serious financial knowledge and experience in hands-on financial operations
- Extensive experience working collaboratively in a team environment and an ability to balance delegation of authority with sufficient oversight to empower staff in their roles
- A genuine commitment to audiences and audience access
- A dedication to the well-being of company
- Conviction, stamina, and flexibility
- Experience in, and understanding of, the theatre and performing arts scene on a local and national level will be highly regarded



## REPORTING/WORKING RELATIONSHIPS

The Business Manager is the Chief Executive Officer, leading the company's Executive Committee and is directly responsible to the Board of Management.

The Executive is a triumvirate of: a) Business Manager & Chief Executive Officer (CEO), b) Creative Producer (CP), and c) Venue Manager (VM).

The Business Manager must operate within the authority and Policies approved by the Board of Management.

The Business Manager must oversee all productions, artistic activities and company operations of Brown's Mart Arts.

Working with the Executive Committee, the Business Manager is responsible for submitting the annual operational plan and budgets to the Board of Management and supervising adherence to the approved plan and budgets.

Staff that sit outside the Executive Committee are accountable to the Executive Committee according to the following grid:

Reports To	Executive Committee			Board Of Management
	Business Manager	Venue Manager	Creative Producer	
<b>Business Manager</b>		Key Working Relationship	Key Working Relationship	Key Working Relationship
Venue Manager	Key Working Relationship		Key Working Relationship	Key Working Relationship
Front Of House Manager		Key Working Relationship		
Box Office Manager		Key Working Relationship		
Creative Producer	Key Working Relationship	Key Working Relationship		Key Working Relationship
Associate Producer			Key Working Relationship	
Communications Manager	Works Closely	Key Working Relationship	Key Working Relationship	
Accounts	Key Working Relationship	Works closely	Works closely	
Artists-in-residence	Works Closely		Key Working Relationship	



## **DUTIES AND RESPONSIBILITIES**

In conjunction with the Executive Committee, the Business Manager has overall responsibility for:

1. All aspects of the financial and operational management of the organisation.
2. Driving the Executive Committee to achieve the company's mission, uphold its core values and affect its strategic purpose.

Brown's Mart Arts will appoint a Business Manager for ideal commencement from October 1 2010. However, unavailability by this date will not preclude considerations of a suitable applicant. The Business Manager shall be required to be resident in Darwin for the duration of their contract period.

## **DUTY STATEMENT**

### **MANAGEMENT**

- In conjunction with the Executive Committee, identify and analyse opportunities and prepare high level advice with regard to company operations, commercial opportunities, long-term resourcing needs, industry and audience trends, risk management, governance issues, operational structure, and other management areas.
- In conjunction with the Executive Committee, uphold and regularly review programming, planning and operational systems and controls to ensure the ongoing viability of the company
- Advocate and speak on behalf of the company to government agencies, sponsors, donors, supporters, stakeholders, industry bodies, media and the public as and when required.
- Lead the company's management and structural and infrastructural self-assessment processes
- Communicate the company's mission, vision and services widely
- Maintain high level and productive relations between Brown's Mart Arts and local and national arts and cultural agencies

### **HUMAN RESOURCES**

- In conjunction with the Executive Committee, provide leadership for all employees including recruitment, professional development, appraisal, motivation, morale and discipline to ensure that they are achieving the requirements of their positions and working effectively as a team

### **GOVERNANCE**

- In conjunction with the Executive Committee, provide leadership for all employees including recruitment, professional development, appraisal, motivation, morale and discipline to ensure that they are achieving the requirements of their positions and working effectively together
- In conjunction with the Executive Committee and the Board of Management, develop and implement policies and strategic and operational business plans.



- In conjunction with the Executive Committee, oversee all statutory, stakeholder and other high level reporting requirements
- In conjunction with the Executive Committee, and with guidance from the Board of Management, liaise between the company and all levels of government, other arts organisations, institutions, venues, artists, funding bodies, donors, artists and the wider community

## **APPLICATION PROCESS**

Applications should be in writing, addressed to the Chair, Sally Thomas and be received at Brown's Mart administration no later than COB Friday 20 August 2010.

Brown's Mart Arts Ltd.  
GPO Box 3451 Darwin NT 0801

Or emailed to [creative@brownsmart.com.au](mailto:creative@brownsmart.com.au) by the date above

Please provide at least two written references including contact details for up to a further two. Applicants should specifically address the Key Skills and Qualities outlined, while making reference to the Duty Statement as appropriate.

Enquiries should be directed Lesley Faehse, Board of Management Director  
by phone Office: 08 8981 9555 | Mobile: 0407 794 319 | Fax: 08 8981 6682  
or Email: [lesley.faehse@rbsmorgans.com](mailto:lesley.faehse@rbsmorgans.com)