



## **POSITION DETAILS**

Position Title: General Manager

Reports to: The SIMA President, SIMA Committee

Hours: 0.08FTE – Full Time (Neg.)

Status: Permanent

Salary: \$80,000 - \$95, 000 + 10.5% super contribution. Salary package includes provision for reasonable hours worked outside office hours to attend SIMA + industry events.

Location: Sydney

## **WHO WE ARE**

SIMA is a champion of jazz. Our work enables the creative development, production, promotion and presentation of Australian jazz.

Our core business is public performance. We present creative programs which celebrate the inventive and exuberant art of improvisation for our community of 500+ artists, our members, audiences, donors and sponsors. We advocate for capacity building, the fostering of ideas and innovation, and welcome people of all abilities, cultures and circumstances to our programs.

## **ABOUT SIMA**

SIMA was established in 1984 as a non-profit association with the aim increasing performance opportunities for Australian contemporary jazz and improvised music in Sydney. Today it is one of the largest organisations in Australia dedicated to the jazz sector. SIMA has established a range of nationally-recognised artist development and education programs, including the Young Women's Jazz Workshops, Sonic Futures and Emerging Composers Mentorships. SIMA commissions large-scale jazz works. It produces two annual festivals (Orange Winter Jazz Festival with JAM Orange and the Sydney International Women's Jazz Festival), and invests in audience development for the sector.

Based in Zetland, SIMA is a Resident Company of the Joynton Avenue Creative Centre, where it programs intermittently in venues including the Seymour Centre, Mary's Underground, The Great Club, The Opera House and City Recital Hall. It has a team of four part time staff members and 6 long-term contractors. SIMA's Artistic Director Zoe Hauptmann, is a respected bassist and programmer. The SIMA Board is made up of seven members with specialised skills and experience in the Arts and Cultural Industries, Commerce, Law and Media.

The Sydney Improvised Music Association is funded by Create NSW and the City of Sydney, Australia Council for the Arts, as well as a range of state and local governments and philanthropic foundations.

## **PURPOSE OF POSITION**

The General Manager works alongside the Board and Artistic Director to help shape the organisation's vision and to oversee the delivery of a broad range of creative projects that help Australia's jazz artists create and showcase their work.

## **KEY ACCOUNTABILITIES**

### **1. Planning and Operations**

- Contribute to the development of SIMA's Vision.
- Develop, implement and monitor the organisation's Strategic Planning.
- Determine the organisation's long-term needs and develop funding and operational plans as required.
- Coordinate organisation-wide planning and evaluation.
- Develop, implement and monitor the organisation's key policies, performance indicators and standards.

### **2. Corporate Governance**

- Schedule and attend all Board and sub-committee meetings and the Annual General Meeting, and oversee the preparation of all meeting papers.
- Provide the Board with relevant information, suggestions and recommendations in order to support effective decision making.
- Ensure all legal responsibilities are met, including tax, insurance, annual reporting, charitable status and Workplace Health and Safety (WHS).
- Ensure the organisation's insurances are adequate and current at all times.
- Develop, implement and monitor the organisation's risk management strategies including WHS compliance.

### **3. Financial Planning and Budget Management**

- Develop annual and project budgets in consultation with the Artistic Director and Finance Committee.
- Be responsible for cost control throughout the organisation.
- With the accountant, prepare timely financial reporting for presentation to the Board and manage the cash flow needs of the organisation.
- Oversee the organisation's bookkeeping requirements, working with administrative staff to regularly process payments, receivables and payroll.
- Oversee an annual audit in collaboration with the auditor, accountant and Finance Committee.

#### 4. Marketing

- Work with the Marketing team to maintain and raise the profile of the organisation nationally.
- Contribute to the development of marketing and publicity strategies, acting as a spokesperson when necessary.

#### 5. People Leadership

- Role model SIMA's values.
- Provide expert knowledge and advice to inform strategic and business planning
- Provide leadership and management of a team of staff, volunteers and contractors to provide value for money in the delivery of programs and projects.
- Evaluate and monitor performance of the team.
- Ensure compliance with Work Health and Safety legislation, policy and procedures.
- Coordinate professional development and training for the Committee, Staff and contractors.
- Ensure staff resources are allocated efficiently to meet the organisation's needs.
- Develop, implement and monitor employment policies, which may include recruitment, appraisals and contracting.

#### 6. Fundraising, Sponsorship and Stakeholder Management

- Identify appropriate funding opportunities to support the organisation's artistic program.
- Liaise with government and philanthropic funding bodies as required, including the preparation of applications and acquittals.
- Maintain key relationships and manage engagement of stakeholders across all levels of government and industry.
- With the Development Manager, develop, implement and monitor the organisation's individual giving, philanthropic and sponsorship strategies.

#### 7. Project Development, Producing and Program Management

- With the Artistic Director and team, develop, resource and schedule the annual program.
- Oversee all negotiations with venues, artists, administrative and production staff.
- Oversee management of individual project budgets.
- Produce high-quality projects and programs, ensuring creative and administrative practices are delivered to maintain SIMA's standards of artistic excellence.
- Maintain effective communication with project stake-holders to ensure program success.
- Ensure that individual projects meet all funding obligations and requirements, including delivery of agreed artistic outcomes, reporting and acquittal.
- Develop and drive the successful delivery of essential programs such as regional touring and artist development programs enabling new project and program funding opportunities.



## SELECTION CRITERIA

The General Manager will have:

- Experience running a small to medium company in the arts and creative industries (preferably performing arts) and an understanding of current trends in arts management.
- Experience in financial planning and budget management.
- Experience developing, implementing and managing strategic business plans.
- Proven success in securing and managing government and philanthropic funding.
- High level project management experience including strong organisational skills and IT aptitude.
- Experience in overseeing CRM systems, database and website content management.
- Experience managing a high performing team, including staff, contractors and volunteers.
- Ability to effectively manage competing priorities.
- Excellent communication skills, including the ability to work effectively with a wide range of stakeholders including government agencies, private donors, technical crew, contractors, creatives and artists.

Desired skills, experience and qualities

The following additional skills will be highly regarded:

- Experience working closely with a Board of Directors and an understanding of corporate governance requirements in the non-profit sector.
- An appreciation of or interest in Australian jazz and related music.
- Current driver's license.
- Tertiary qualifications in related field

To apply, please send a cover letter and CV to [gm@sima.org.au](mailto:gm@sima.org.au) by COB Wednesday 31 May. Queries can be directed to the above email address or by calling 0413 237 119 within working hours.

SIMA provides a safe and equitable workplace. This role enjoys hybrid working arrangements both remotely + from our accessible offices at Joynton Ave Creative Centre. Street parking available.