



## POSITION DESCRIPTION COMPANY DIRECTOR

Tracks Dance Company has an exciting opportunity for a passionate, committed and experienced individual. Reporting directly to the Committee of Management, the Company Director is responsible for managing the operations of the organisation and plays a key role in the company's strategic direction. The successful applicant will have a passion for the arts and a desire to be part of a dynamic team.

## COMPANY OVERVIEW

Tracks Dance Company [www.tracksdance.com.au](http://www.tracksdance.com.au) is located in Garramilla (Darwin) on Larrakia Country in the NT and produces original and contemporary dance works that celebrate place and the people who call the Northern Territory home. A multi-awarded centre of excellence, Tracks is a hub of expertise in community dance built on an extended history of trusted collaboration. Incorporated in 1999, and with a core staff of 7, Tracks is an innovator and a leader, developing Australian dance that values and utilises a diversity of dance practice.

The company is values driven and everything it does is reflected in:

- The pursuit of the highest standards of artistic achievement and cultural engagement;
- The belief in dance as a whole of life activity; and
- The celebration of diversity in age, culture and physicality.

## ROLE OF THE COMPANY DIRECTOR

To work in collaboration with the Artistic Director on all executive decisions and develop strategies to resource and create a dynamic, healthy and responsible organization that realises Tracks' artistic, community and financial goals.

## ABOUT YOU

### You will:

- be a strong team player committed to achieving positive outcomes;
- be comfortable working in a culturally diverse context and thrive in a regional environment;
- have exceptional communications and time management skills;
- be a big picture person with attention to detail.

## DUTIES OF THE EMPLOYEE INCLUDE:

### Development

- Drive business planning and strategic development
- Foster partnerships
- Maintain positive Public Relations

### Getting the Money

- Manage Government and funder relationships including grant writing, reporting and acquitting
- Manage sponsorship, fundraising and Giving Program (Donor Dance Circle)

### Marketing and Publicity

- Raise the profile of the organisation locally, nationally and internationally
- Develop the annual marketing strategy and oversee the implementation
- Manage media relationships with media agencies

### Management of Organisation

- Manage Company human resources including contracts and PD
- Manage the company financial processes and oversee the bookkeeping
- Maintain up to date Policies and Procedures
- Ensure all compliances are met

### Governance

- Meet legal and governance requirements and act as Tracks Public Officer under the Incorporated Association Act
- Act as the link between the operational arm and governance arm of the Company
- Manage the Board and Trustees meetings

## REMUNERATION

Remuneration is \$84,000 plus 10.5% super. The position is full time or a .8 load can be negotiated on a pro rata basis.

The position includes 4 weeks Annual Leave plus 10 Gift Days for office closure over New Years.

When you work with Tracks you'll be living in one of the best regional cities in Australia!



## SELECTION CRITERIA

In applying for the position you need to demonstrate your experience in:

1. Effective management of a Not-For-Profit Incorporated Association.
2. Strategic planning and business development.
3. Financial management including the preparation and maintenance of budgets.
4. Successful grant writing and reporting.
5. Management of sponsorship and Giving programs.

### Desirables

1. Experience in senior arts management or similar roles
2. Experience in developing marketing strategies
3. An understanding of the NT creative sector and/or regional arts ecology
4. Drivers licence, Working with Children Ochre Card and current First Aid Certificate

## YOUR APPLICATION

Address the selection criteria (no more than 2 pages)

Provide a current 1 page CV with 2 referee contacts

Please send to:

David McMicken Tracks Artistic Director: [david@tracksdance.com.au](mailto:david@tracksdance.com.au)

Any questions contact:

Adelaide Wood Company Director [adelaide@tracksdance.com.au](mailto:adelaide@tracksdance.com.au) or (08) 89411410

Application close 5pm (ACST) Friday 11 November 2022

We look forward to hearing from you.

