

Performing Arts Touring Alliance (PATA) - Australia

Executive Officer Position Description

As at November 2009

Position Title	EXECUTIVE OFFICER
Basis of Employment	Contract – equivalent to 3 days per week
Location	Negotiable
Reports To	PATA Chair

Position Summary:

This is a newly created position in a newly created organisation. As such, the Executive Officer will be responsible for the establishment and on-going operations of the Performing Arts Touring Alliance (PATA) so that it can achieve sustainability. A variety of operational scenarios will be considered. Applicants may propose to work from home, a current workplace, or a new arrangement may be negotiated with a stakeholder organisation.

The Executive Officer is responsible for providing support to the PATA Council and for the strategic development of the Alliance. The Executive Officer is also responsible for communication with key internal and external stakeholders and the implementation of income generation strategies required to support the objectives of the Alliance.

During the first year, while the organisation is in its establishment phase, the Executive Officer will undertake the priority actions identified in the Business Plan for 2009/2010.

On-going responsibilities will include;

Key Responsibilities:

- Income generation and socialisation of mechanisms with internal stakeholders
- Communication with stakeholders
- Policy development
- Advocacy
- Project management
- Financial and administrative management

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Key Tasks:

- ❑ Keep abreast of current developments in the performing arts industry and particularly, the performing arts touring sector
- ❑ Communicate regularly with key stakeholders
- ❑ Proactively represent the views of the sector to key stakeholders
- ❑ Represent the Alliance at key stakeholder meetings
- ❑ Project manage priorities of the strategic plan
- ❑ Organise Council meetings including issuing agenda papers and distributing minutes in a timely manner
- ❑ In conjunction with producers, peak bodies and touring coordinators, coordination of financial contributions from stakeholders
- ❑ Day to day financial management in conjunction with the APACA Executive Officer and Treasurer, including preparation of reports to the PATA Council and APACA Management Committee
- ❑ Manage specific projects and oversee project staff, as required.

Reporting Relationship:

The Executive Officer reports to the Chairperson of PATA and has close working relationships with the PATA Council.

Key Working Relationships:

- ❑ Performing arts presenters, producers, touring coordinators, sector peak bodies (including but not limited to the Executive Officers of APACA, RAA, AMPAG) - internal stakeholders
- ❑ Federal government arts funding agencies and government ministers - external stakeholders
- ❑ APACA Executive Officer and management committee - financial and governance relationship

Selection Criteria

Essential

1. Experience in a management position.
2. Demonstrated ability to work independently and without constant supervision.
3. Demonstrate to a high degree skills and experience in successful network development, lobbying and advocacy at all levels of government, business and in the community.
4. Demonstrate to a high degree a successful track record in working strategically and effectively to achieve the business objectives.
5. Demonstrate to a high degree interpersonal, communication and problem solving skills.
6. Demonstrate a capacity to effectively represent and promote an organisation and its vision.
7. Demonstrate a proficiency in the use of Microsoft Office software programs including Word, Excel, Powerpoint and Outlook.

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Highly Desirable

- A tertiary qualification in Management, Marketing, Business or an arts-related field will be highly regarded.
- Experience in or an understanding of the performing arts touring sector.
- Proposed working location is easily accessible to government and other key stakeholder locations.
- Hold a current driver's licence.

Conditions

- Contract position – equivalent to 3 days per week
- Contract Fee equivalent to salary of \$80,000 per annum – pro-rata
- Location to be negotiated – applicants should outline their current access to resources and indicate their preferred operational scenario, including location, potential support from existing employer, possible stakeholder negotiation.