

going down swinging

GENERAL MANAGER, GOING DOWN SWINGING

POSITION DESCRIPTION

Reporting to	The Going Down Swinging Board
Working with	Editors and Going Down Swinging staff located in Melbourne; external suppliers
Position type	12 month contract averaging 1 day per week
Location	This role is based in Melbourne
Remuneration	\$6,000 for 12 months

Going Down Swinging is committed to creating a diverse and inclusive workplace and encourages people with disabilities, Aboriginal and Torres Strait Islander people, and members of other diverse groups to apply for this program.

ABOUT GOING DOWN SWINGING

Founded in 1979, Going Down Swinging is about writing in all its forms. We publish or produce print anthologies, interactive digital editions, audio recordings, live events and an online publishing hub. We aim to get excellent work to an audience, make things we're proud of, and have a good time along the way.

GDS is directed by a general manager and editors, supported by online editors, a marketing manager, interns, and overseen by a board. As GM you'll co-ordinate the organisation's varied artistic projects, structural requirements, funding and staff. You'll understand the challenges facing small arts organisations that are professional in output but depend on community goodwill. You'll enjoy working with a close-knit group of colleagues, great artists and a literary community 40 years in the making.

THING YOU'LL BE IN CHARGE OF

- Providing vision and leadership, working with staff to determine our organisational direction and the strategies to get there.
- Ongoing operations and administration: overseeing projects, sales, correspondence, office space and equipment.
- Scheduling timelines for projects, regular meetings and activities.
- Human resources, including employing and supervising staff and volunteers, organising meetings and coordinating workloads.
- Organisational finances with Accountant, including budgets (endorsed by the board), financial reporting, and sourcing and managing operational and project funding.
- Legal and financial compliance, including ATO, ROCO & CAV reporting.
- Overseeing online presence with the Online Editor, and overseeing publicity and advertising with the Marketing Manager.
- Relationships with funding bodies, including grant applications and acquittals.
- Reporting to Board meetings three times a year.
- Identify and implement continuous improvement processes.

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- Contribute to a culture of safe working, collaboration and mentorship.

TIME REQUIRED

The role averages one day a week, with spikes and quiet periods depending on the artistic program. Minor tasks like email and orders are ongoing. GDS staff arrange work or social meetings regularly.

WHAT YOU'LL BRING

- A sound understanding of arts organisations, an interest in becoming a core part of GDS and a commitment to excellent publishing and performance.
- The ability to manage, lead and inspire teams of people.
- High level of financial literacy with regards to arts organisations.
- Excellent time management, including working to deadlines and coordinating multiple tasks and staff.
- Familiarity with the funding environment in which GDS operates, including grant writing and administration.
- Skills in strategic planning and organisational direction.
- Excellent communication skills, spoken and written.
- Computer literacy in Office (Excel essential) and various kinds of CMS.

WHAT WOULD BE EXTRA GOOD

- Experience in marketing and communications.
- Knowledge of the Australian arts industry and networks.
- Familiarity with not-for-profits, including resourcing challenges and boards.

MONEY

Let's level. GDS is your classic small arts organisation, getting by year to year. The GM oversees income and expenditure, so will know what we can pay staff and artists.

As the key co-ordinator, the GM is our payment priority. We currently have \$6,000 to take the role through the next 12 months, during which time a key GM duty will be to secure funding that includes support for their own position. Our long-range funding plan is underway, with the aim of increasing pay for all staff and artists.

TO APPLY

Applications close 5pm Monday 25 March.

Applicants should be available to interview the evening of Wednesday 3 April.

Applicants outside of Melbourne are welcome to interview via Skype, however the role will be based in Melbourne.

Please email info@goingdownswinging.org.au with the following:

- A cover letter
- A statement addressing the selection criteria

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- A current CV including two to three referees. Save your application as one file (Word or PDF) with your surname as the file name.

For further information please contact Elizaveta Maltseva (Operations Manager) at elizaveta@goingdownswinging.org.au or 0400 161 134.

Editors

Magenta Sheridan

Renata Carli

Operations Manager

Elizaveta Maltseva

Development Manager

Joanna Gould

Online Editors

Georgia Coldebella

Hollen Singleton

Marketing and Design Manager

Matt Tambellini

Digital Developer

Jacqui Hagen

Board

Steve Grimwade

Sandra Boyd

Anna Kelsey-Sugg

Vartika Patel

Elizabeth MacFarlane

Sonia Nair