**La Mama is looking for a General Manager.**

**GENERAL MANAGER POSITION:**

0.8 Parental Leave role (9 months)

$70,000, pro rata, per annum.

9.5% Superannuation.

Reports to: CEO

This role is a parental leave position from April – December 2020. Pending funding, there is the possibility of continued work beyond this timeframe.

The role of General Manager is central to the operations of La Mama, working closely with staff, artists and key stakeholders. With the rebuild of our new home taking place across 2020, during this transition period the focus of the role will be geared towards preparing the organisation for the next chapter.

**KEY RESPONSIBILITIES:**

* Implementation of La Mama’s strategic and operational plans
* Leading staff to achieve La Mama’s goals and vision
* Reporting to and maintaining a relationship with funding bodies (Australia Council, Creative Victoria, City of Melbourne)
* Ongoing financial management of La Mama operations
* Management of relationships with donors and philanthropic bodies
* Submission of grants and fundraising in line with the 2021 – 2024 Strategic Plan
* Overseeing all internal and external systems (ie. Dropbox, Flock)
* Management of artist database
* Data collation for KPIs and Annual General Report
* Ensuring compliance with legal, regulatory, social and ethical requirements
* Management of all contracts and agreements (ie. festivals)
* Staff management (including staff skills, training and development, performance management, internal communication and conflict resolution)
* Communication with off-site book-keeper and Committee of Management
* Implementation of Disability Action Plan, Sustainability Action Plan and Safe Space policies
* Encouraging and supporting artists in a wide range of needs (ie. budget, sector opportunities, planning, grant applications, navigation of La Mama)
* Management of Work Experience, Internships and Mentorships
* Liaison with local, regional and national partners and industry
* Working with all staff to ensure a cohesive, productive, equitable and stimulating working environment for all
* Being an active and responsible representative within the industry
* Front of House duties and advocacy for La Mama

**KEY SELECTION CRITERIA:**

* An understanding of and passion for La Mama, the independent theatre sector and the role of the arts broadly
* Exceptional communication and interpersonal skills
* Experience in grant-writing, financial management and fundraising
* A deep understanding of and commitment to inclusive practice
* Problem solving, listening and time-management skills and the capacity to be adaptable
* An enthusiasm for supporting a diverse range of artists
* The capability to lead with respect, trust, dignity, flexibility and a sense of humility.

**HOW TO APPLY:**

Please send a cover letter, CV and a detailed response to the position description which demonstrates your understanding of the key selection criteria, and of La Mama as an organisation.

Please send all applications and enquiries to Caitlin Dullard [caitlin@lamama.com.au](mailto:caitlin@lamama.com.au) by March 1, 2020. Interviews will be held March 11 and March 12.

**EMPLOYMENT POLICY:**

La Mama is an equal opportunity workplace and we strongly encourage applications by First Nations people, people from a culturally and linguistically diverse background, people with disabilities and people from the LGBTIQA+ community. For access needs please contact La Mama (03) 9347 6948, info@lamama.com.au.

**ABOUT LA MAMA:** https://lamama.com.au/about-la-mama/