



**Adelaide Chamber Singers Inc**

**ABN: 15 348 142 547**

## **Position Description: General Manager**

Adelaide Chamber Singers is currently recruiting for a General Manager to lead the organisation into its next chapter and to champion a renewed strategic vision.

<b>Contract Term:</b>	2 years negotiable
<b>Hours:</b>	Negotiable 1 – 1.5 days per week (0.3 FTE)
<b>Salary:</b>	\$90k per annum pro rata plus superannuation
<b>Role reports to:</b>	Adelaide Chamber Singers Board
<b>Direct reports:</b>	Admin Manager, Communications Manager, Librarian, Bookkeeper, Singer Liaison Coordinator

## **About the Company**

*For over 36 years, Adelaide Chamber Singers (ACS) has revelled in the sonorities of centuries of choral music and we sing not so much because we can, but because we must.*

ACS champions the choral artform at the highest level. We believe in the transformative power of choral music and we share that joy with our audiences.

ACS has been a significant contributor to music in Adelaide for over thirty-six years and enjoys an enviable reputation as one of Australia's finest choral chamber ensembles. Led by Artistic Director, Christie Anderson, it was formed by our Conductor Emeritus Dr Carl Crossin OAM in 1985. The well-established core ensemble consists of 18 highly trained and talented singers, supported by a mentored ensemble of a similar size (ACS<sup>2</sup>) who perform independently and augment the core ensemble as required.

ACS boasts a diverse repertoire and a reputation for excellence in choral music. This high level of achievement has been rewarded with loyal audiences, a string of international awards, consistent State Government funding through Arts South Australia and regular invitations to collaborate with our industry colleagues.

ACS is managed by a small management team (about 1 FTE in total) who work as independent contractors. Overseen by a strong Board, the business is in excellent shape operationally as well as financially. During 2022, the Board, Staff and Singers engaged in consultant-led strategic planning to set directions that will define our activities for the next four years (2023-2026). ACS is now funded through Arts South Australia until 2026 to present our artistic program.

## **About the Role**

The General Manager will be responsible for the leadership and financial management of Adelaide Chamber Singers' annual program in accordance with the Strategic Plan 2023-2026.

ACS engages a team of arts industry professionals to carry out the work of the organisation. The team currently consists of an Artistic Director & Conductor, Business Manager, Communications Manager and Admin Manager, who all report directly to the Board, plus several smaller casual roles as required. With increasing opportunities available to collaborate with our industry colleagues, the addition of our new training ensemble ACS<sup>2</sup>, and a desire to re-introduce international touring to the annual program, the Board has determined that the time has come to engage a progressive and visionary arts manager to lead the company through its next phase.

Reporting directly to the Board, the General manager will work alongside the Artistic Director (who also reports to the Board) and lead the close-knit team in the delivery of the 2023 – 2026 strategic Plan and Artistic Program.

The position is based in Adelaide on Kurna Country and provides the flexibility to work from home.

## **Key Duties and Responsibilities**

- **Strategic Leadership**

- Oversee the implementation of the strategic plan in collaboration with the Board
- Work alongside the Artistic Director to provide leadership and advice in the development of future programming
- Champion the ongoing use of digital systems across the organisation
- Provide timely management reports to the Board including strategic, financial and operational updates

- **Financial Management and Compliance**

- Manage ACS' financial resources with a focus on sound financial practice, income diversity and long-term sustainability
- Draft and manage the annual budget and oversee the accounting and audit processes in conjunction with ACS' Treasurer
- Project manage the writing and submission of funding applications and acquittals, including regular monthly reporting to Arts South Australia, with an active approach to seeking alternative income streams
- Work with the Board in the delivery of philanthropic fundraising opportunities
- Ensure ACS' compliance with all relevant legislation
- Manage the Xero accounting system including preparation of Board financial reports and end-of-year reporting including auditing
- Manage fee-for-service and collaborative partnership contracts in collaboration with the Artistic Director
- Manage artist contracts including fees and on costs
- Manage COVID 19 related matters including the Adelaide Chamber Singers' COVID Protocol

- **Project management**
  - Negotiate any touring opportunities in collaboration with the Artistic Director and oversee tour management
  - Oversee the management of the 2023 Chamber Choir Festival including the appointment of a Project Officer
  - Oversee the management of any fundraising events initiated by the Board
  
- **Human Resources**
  - Lead the management team to deliver the annual program
  - Provide the Board with an annual review of organisational staffing and salary planning in line with the budget and strategic plan
  - Engage and manage additional contract staff to assist with bookkeeping, library maintenance and singer liaison

## **Position Outcomes**

- Clear and effective organisational management supporting ACS' strategic vision while ensuring financial forecasts are met
- Meeting Board expectations of stakeholder management, compliance and risk management
- A positive working culture for the management team, artists and the Board

## **Selection Criteria**

### *Essential:*

- Experience in organisational management leadership role within the arts sector
- Strong communication and relationship management skills with experience working collaboratively with boards, funders, partners and artists
- Demonstrated experience in developing and overseeing the delivery of strategies, funding applications and budgets
- Knowledge of chamber music and/or experience within the music sector
- Commitment to inclusion and safe professional practice

### *Desirable:*

- Familiarity with the South Australian arts sector
- Tertiary qualification in arts and/or business management
- Knowledge of the Xero accounting system or capacity for training

## **How to apply**

Please send your current CV with a brief email outlining your suitability and interest in the position to

**Jula Szuster, Chair**

jula@internode.on.net

**Applications close on Friday 9 December, 2022**

If you have any queries regarding the scope of the role or your suitability to apply, please contact

Jo Pike, Business Manager

Email: [business@adelaidechambersingers.com](mailto:business@adelaidechambersingers.com)

Or sms for a phone callback to 0401 125 994

*For more information about Adelaide Chamber Singers, including the current Strategic Plan*

[www.adelaidechambersingers.com](http://www.adelaidechambersingers.com)