

POSITION DESCRIPTION

Position:	Business Manager
Contract:	Part time, 5 hours per day, 5 days per week, timing flexible
Contract Period:	Six Months (extension may be negotiated)
Accountability	Reports to the Artistic Director
Remuneration	\$80,000 p/a pro rata (\$40.48 p/h) + 10.5% superannuation
Location	The role is based at Bulmba-ja in Cairns.

The *Pryce Centre for Culture and Arts* is a First Nations owned and operated social enterprise that offers exciting opportunities for training and development to First Nations youth in performing arts, with a huge focus on strengthening Cultural dance techniques, pride and processes through story-telling.

At the heart of the *Pryce Centre* is the *Cultural School of Arts (CSoA)*. Graduates of the *Pryce CSoA* will be employable, career-ready, and culturally empowered practitioners who are ready and equipped to provide meaningful contributions to their own lives, those of their families, and society in general. The *Pryce Centre* also specializes in new and innovative *Social Impact Programs* that enable talented Community members especially youth, to access high standards of creative work-integrated learning in a Culturally appropriate and safe environment.

With roots from the *Baiwa Dance Company* and over two decades of performances and facilitating dance workshops, the *Pryce Centre* has long been the destination for Cultural dance classes, skilled performers and Community connections throughout Cairns and North Queensland. The *Centre* is led by Rita Pryce, an internationally recognized Cairns-based dancer/choreographer and Cultural Ambassador. Rita is *Kulkalgal* and *Kawrreg*, and celebrates being part of the two very distinct First Nations Cultures of the country. She grew up in *Zenadth Kes* before moving to Sydney to study dance. Rita has an outstanding reputation as a leader, initiator, and advocate for her First Nations Peoples and Communities.

POSITION PURPOSE

The Business Manager will work directly with the Artistic Director to coordinate and manage day to day governance, business, financial and operational activities for the *Pryce Centre*. The role includes financial management, business development, marketing and communications, and managing staff and contractors including volunteers.

KEY TASKS & RESPONSIBILITIES

This position will include the following responsibilities:

General

1. Work directly with the Artistic Director to identify and analyze opportunities to improve day-to-day operations, systems, long-term resourcing needs, risk management, governance issues, operational structure, and other management areas
2. Manage day to day administration, enquiries, communication and appointments to support the Artistic Director
3. Work closely with the Artistic Director and on the planning, production and delivery of *Pryce Centre* projects including systems setup and staff training for project management (email, file sharing, Microsoft 365, or other systems)

4. In collaboration with the Artistic Director and Vision Support Team, implement and monitor The *Pryce Centre's* strategic objectives in line with the organization's Strategic and Business Plans, vision and values
5. Oversee the development, implementation and monitoring of internal Culturally-appropriate policies and procedures to ensure compliance with Cultural protocols, statutory regulators and funding agreements
6. Supervise and mentor additional staff or contractors as required

Financial

1. Develop and monitor operational and project budgets for the organization and manage the audit process, in collaboration with the organizations' Accountant
2. Day to day financial management including Cashflow reports, invoice processing, and managing accounts payable with the organisation's Bookkeeper
3. Oversee and prepare funding applications as well as identifying new financial opportunities, partners, and revenue streams
4. Manage processes with multi-year and project funding agencies, including submitting reports, executing deeds, managing acquittals and attending meetings as necessary

Marketing and Engagement

5. Support the Artistic Director to build strategic relationships with First Nations Communities and their Leaders, as well as governments and partners at a local, national and international level
6. Develop and monitor the organizations' communication strategy including website, social media and print media as required, which involves engaging with First Nations language speakers and artists
7. Create digital or printed marketing material as required

SELECTION CRITERIA

The successful applicant will have strong managerial experience in a relevant sector, an entrepreneurial approach and knowledge of the arts. Selection criteria will include:

Essential

1. Excellent administration and project management skills, including effective management of timelines, staff, resources and compliance procedures.
2. A proven track record for disciplined financial management with experience in the development and implementation of budgets and financial processes.
3. Demonstrated ability to find and secure funding, and provide accurate and timely reporting to funding bodies, sponsors, partners or philanthropic organizations
4. Highly developed oral and written communication skills, including effective stakeholder engagement and relationship management.
5. Comfortable working alone and able to take initiative, problem-solve and work independently
6. Commitment to advancing Aboriginal and Torres Strait Islander Peoples and Cultures, and passion for the role of arts and culture in society.

Applicants who have: experience in working with First Nations Peoples; strong knowledge and understanding of Community, Connection and Culture, will be highly regarded.

Successful Applicants will also need to undergo a Police Check and have a Blue Card. They will also need to have a current Class C Drivers License.