



Artback NT **BUSINESS MANAGER**

CANDIDATE PACK





ACKNOWLEDGEMENT

Artback NT works from offices on the unceded lands of the Larrakia, Arrernte and Yanyuwa.

We pay respects to Elders past and present, and extend that respect to First Nations Elders of all the communities with which we live and work.

The Northern Territory is home to the world's first artists and storytellers. We are privileged and grateful to work alongside the creators who share their knowledge, culture and art with us, on Aboriginal land.

We understand our work in this context.

ABOUT US

Artback NT is a leading not-for-profit arts organisation, that has been representing Territory artists for nearly 30 years. We support the development of creative practice, tour shows and exhibitions around the NT and Australia, and manage festivals and workshop programs on behalf of remote communities.

Our major operational funding comes through our inclusion in Creative Australia's National Performing Arts Partnership Framework, and Arts NT. Our projects are individually funded through a range of grants programs and selected philanthropic trusts and foundations.

We operate with a small core team of 11, across Garramilla (Darwin), Mparntwe (Alice Springs) and Borroloola, and engage short-term casual staff as needed for project delivery.

The Business Manager works collaboratively with the CEO in developing and delivering on Artback NT's strategy, programming, finance and business operations, and deputises for the CEO.

We value diversity in our team. We strongly encourage applications from First Nations people, people of colour, LGBTQIA+ people, those from a wide range of cultural communities, those living with disability, and people with their own creative practice.

1. Photo credits front cover: 4 diagonal rows, from left to right.

Row 1: left and right: Numburindi Festival 2023. Image: Benjamin Warlangudu Ellis Bayliss. Row 2: Rachel Wallis - Gapu Ngupan. Image: Richard Mann; Artback Production Crew. Image: Paz Tassone; Eastern Arrernte Band. Image: Laurie May; Suming - Gapu Ngupan. Image: Rangarang Curimudju. Row 3: Therese Ritchie, 'Crocodile' (detail), pigment print - Some Like it Hot; Guts Dance - Value for Money. Image: Ivan Trigo Miras. Row 4: Malandarrri Festival 2023. Image: Benjamin Warlangudu Ellis Bayliss

Page 1: From left to right: Gapu Ngupan. Image: Rangrang Curimudju; Angela Abbott 'Python', BRT clay and underglaze - Clay on Country. Image: Jo Foster; The Australian Art Orchestra, Hand to Earth tour. Image: Emma Luker; Numburindi Festival 2023. Image: Benjamin Warlangudu Ellis Bayliss; Malandarrri Festival 2023. Image: Benjamin Warlangudu Ellis Bayliss

ABOUT THE ROLE

The Business Manager assists the CEO in ensuring the efficient running of our operations, supports the team in effectively managing their programs, and has lead responsibility for cross-organisation projects, including selected philanthropy and other partnerships.

As we're a small team, we're looking for a mix of core competencies. We encourage applications from candidates who can demonstrate strong expertise in any of these key areas of responsibilities, with some experience in others.

Finance, Operations and HR

- Ensure the smooth operation of facilities, equipment and office systems, including supplier contracts and relationships. Review and assess operational and technology requirements, and drive continuous improvement in operational practice.
- Work with the CEO to develop annual budgets and KPIs, and to prepare monthly reporting, including to the Artback NT Board. Monitor and ensure compliance with Fair Work, Work Health and Safety, and related legislation. Maintain up-to-date policies. Monitor award and market pay rates to ensure appropriate remuneration for ongoing and casual staff.
- Review and advise on staff training and professional development, performance management, job structure and duty statements, and other personnel needs.
- Support Program Managers in contracting casual project staff and suppliers.
- Lead strategy, policy and implementation for access, inclusion, equity and diversity, including action plans for First Nations participation and disability access to Artback NT activities.

Funding Partnerships and Grants Management

- Develop and deliver strategies and actions for increasing income from philanthropy and sponsorship. Maintain a comprehensive knowledge and record of funding opportunities. Establish and build strong relationships with current and potential funding partners.
- Contribute to the preparation of high-quality, comprehensive funding submissions and liaison with funding agencies.
- Oversee Program Managers in monitoring and responding to grant opportunities and in meeting funding agreement obligations.

Leadership and Artistic Programming

- Develop a sound understanding of all Artback NT program areas: performing arts, visual arts, remote events, and marketing.
- Monitor arts sector developments and advise on addressing opportunities and challenges. Represent Artback NT in our advocacy for NT artists and arts organisations. Build relationships with peers and presenting partners.
- Collaborate with the CEO on strategic and business planning and policy. Assist with the supervision and management of team members
- Support managers with program planning, project timelines and budgets.
- Monitor and manage the organisation's performance against program KPIs
- Act as point of contact and decision maker in the CEO's absence, including as Acting CEO during the CEO's leave periods of two weeks or more (outside of mandatory office closure period).

Your application must include a CV/resume that reflects extensive work experience in roles that include a wide mix of these responsibilities.



KEY INFO

Reports to :	CEO, Artback NT
Location :	Garramilla (Darwin)
Contract :	Full-time, 12months – with a 3month probationary period and the intension of renewal, subject to funding outcomes
Remuneration :	\$94,000-\$102,000 + superannuation Salary will be assessed based on experience. 6 weeks annual leave, with 17.5% loading

Relocation support may be negotiated with the successful applicant if required.

ABOUT YOU

The successful candidate will have deep experience in at least one of the key areas of responsibilities and have some knowledge of the others. You will almost certainly have worked in a small to medium organisation, where operating across a range of skill-sets and being flexible and resourceful are the norm.

You'll enjoy being a problem-solver, project manager, coach, motivator and collaborator. You'll move easily between the big picture and the detail, think strategically and creatively, and respond enthusiastically to the unpredictable.

You'll be culturally aware, used to engaging across a wide range of stakeholders, and able to inspire trust and confidence in your working relationships.

You may have experience in the arts, events, fundraising or not-for-profit sectors, but will certainly be able to demonstrate an interest in the work that Artback NT does.

Your application must include a cover letter that tells us about you and gives us an overview of your fit with our expectations of the successful candidate.

3.

From left to right: Arrkula Yinbayarra. Image Shauna Upton; Lakesha Grant and Joshua McElroy in CUSP. Image: Kate Atkinson; Adrian Jangala Robertson, 'Family' Stonewear and underglaze - Clay on Country. Image: Jo Foster; Maicie Lalara, 'Yilkwa - Monster Fish' - Groundswell. Image: Northern Centre for Contemporary Art, NT; Yarrenyty Arttere Artists Collaborative, 'Merne (food) Plates Art Plates Now', Decals on found plates - Clay on Country. Image: Sara Maiorino.

SELECTION CRITERIA

Essential

Your application must specifically address these.

- Extensive experience in management roles with responsibility for finance, operations, HR and/or fundraising. Ideally in an arts, events, community service or not-for-profit organisation, and with related qualifications.
- Knowledge and experience in budgeting and project management, with excellent Excel skills and the ability to generate and use reports from financial/bookkeeping software. (We use MYOB.)
- Highly developed interpersonal and negotiation skills demonstrated by strong relationships with funding partners, suppliers and stakeholders, experience in developing and presenting proposals, and/or responsibility for negotiating significant contracts and agreements.
- High-level written communication skills, with experience in preparing strategic and business plans, funding applications and reports, and/or other complex professional reporting.
- Analytical and problem-solving skills, resilience and resourcefulness in meeting changing work demands, and the ability to take on new challenges.
- You must also be able to work efficiently with the Microsoft Office suite in a PC environment, and must be able to get an NT working with children clearance (Ochre Card).

Highly desirable

These will significantly add to your application.

- Specific experience in securing, managing and acquitting grants and other funding from a range of sources: government agencies, philanthropic trusts and foundations, corporate and other sponsors. Established relationships in networks relevant to Artback NT will be highly regarded.
- Specific experience in an arts or events management environment and/or direct knowledge of creative practice in the performing or visual arts.
- Knowledge of culturally safe professional practice, with experience working cross-culturally and with remote communities.

Top of page, from left to right: Rona Rubuntja, 'Home to Lyitjarra with my Five Dogs', Terracotta & underglaze sculpture – True Story. Image: Hermannsburg Potters; Barnabas Timothy, playing guitar at Malandarrri Festival 2023. Image: Benjamin Warlungundu Ellis Bayliss
Bottom of page, from left to right: Pilya Tatalima in Kucapungane Village, Taiwan, - Gapu Ngupan. Image: Rangarang Curimudju; David Yipihiny Wilfred – Hand to Earth tour. Image: Emma Luker; Malandarrri Festival 2023. Image: Benjamin Warlungundu Ellis Bayliss; Jayanna Andy, 'Tjukula / Waterholes', Stoneware, underglazes and sgraffito – Clay on Country. Image: Sara Maiorino.

TO APPLY:

Applications will be assessed and processed as they come in, so please get in touch for more information if you are interested in applying.

Please contact our CEO Shay Vigona-Goudge on 08 8941 1444.

We encourage you to read more about us, our work and our team at:
[Arts Development and Touring, Northern Territory - Artback NT](#)

Applications must include:

- A cover letter (no more than 2 pages), telling us about you and how you see your fit with the key responsibilities of the Business Manager role.
- Your response to the selection criteria – demonstrate how your experience and skills meet the requirements.
- Your CV/resume.

Submit by email to ceo@artbacknt.com.au



Artback NT

www.artbacknt.com.au