



Western Edge Youth Arts General Manager

About Us

Western Edge Youth Arts (WEYA) is a not-for-profit arts organisation, working with young collaborators from the western suburbs of Naarm (Melbourne). We empower young people from diverse communities in Melbourne's west to tell their own stories, in their own way, and with their own voice. By providing a safe space to explore creativity, learn new artistic practices, and develop leadership skills, WEYA constructs supportive pathways for young people to achieve their own creative agency.

WEYA works with over 300 young collaborators, and approximately 35 Support Artists, Lead Artists, professional guest artists, and creatives. Each year we partner with multiple local councils, schools, community service organisations, local businesses and venues, to deliver approximately 170 workshops, creative projects, and performances for over 2000 audience members.

About You

WEYA seeks an experienced and motivated General Manager to lead the organization in the next stage of its development as a leading youth arts company in the west of Melbourne.

You will be accountable across a number of areas including finance, human resources, operations and governance. The General Manager works closely in collaboration with the two Co-Artistic Directors and Board to create and steer the strategic direction of the company.

Prospective candidates should be experienced in all areas of arts management, have excellent communication skills, and a strong track record in finance and budgets including writing and acquitting grants. Experience in the youth/community arts sector is desirable but not required.

Key Objectives of the role

Strategic and Organisational

- In consultation with the WEYA Board of Directors and Co-Artistic Directors, facilitate, create and implement the company's annual and five-year Strategic Plans.

- In conjunction with the Co-Artistic Directors, effectively lead a team of staff to ensure the timely, cost-effective and sustainable delivery of high-quality programs and ensure that they are delivered on time and within budget.
- Ensure that all requirements of WEYA's Board and funding bodies (Government and Philanthropic) are met fully and on time (i.e. regular Board reporting, funding applications, acquittals updates and provision of statistical data).
- Maintain strong relationships and networks across WEYA's stakeholders; all levels of government, philanthropic supporters, arts industry and program participants.

Human Resourcing

- Be responsible for the HR function within the organisation
- Ensuring wages, conditions and legal employment matters are properly managed
- Promotion of teamwork and wellbeing of the people in the organisation

Financial and Operational

- In conjunction with the Co-Artistic Directors, develop and adhere to annual and project budgets; manage and maintain cashflow, financial systems and oversee Bookkeeper.
- Ensure WEYA is compliant with all financial and statutory requirements. This includes ensuring the company adheres to a strong governance framework, that policies and procedures are current, and financial systems are robust.

Marketing and Profile

- In conjunction with the Co-Artistic Directors and Communications Coordinator, develop and roll-out marketing and publicity plans for WEYA and its artistic output.

Key Selection Criteria

1. Experience in a similar position within an arts organisation or related industry; proven experience leading a small team in a dynamic environment.
2. High level business acumen, strategic thinking and proven ability to manage the HR and day to day operations of an arts organisation
3. Excellent financial management skills and demonstrated experience, including budgeting and cashflow management
4. Success in fundraising and stakeholder management; excellent verbal and written communication skills.

This position is based in Yarraville, Melbourne. Salary is \$75,000 (pro rata, 3-4 days per week).

Applications close at 11.59pm on Friday 28 February

Please send your resume and a cover letter addressing the key selection criteria to chair@westernedge.org.au