

Position Description

Executive Director

Reports to: The Board
Direct Reports: 7
Location: Barangaroo, Sydney until late 2020, and then Walsh Bay, Sydney from late 2020 onwards

Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.

Organisational Overview

Bangarra is an Aboriginal and Torres Strait Islander organisation and one of Australia's leading performing arts companies, widely acclaimed nationally and around the world for its powerful dance language and distinctive theatrical voice. Bangarra's annual program includes a national tour of a world premiere work, a regional tour, and an international tour. Complementing this touring program is an extensive program of community, youth and education workshops and initiatives.

Bangarra is a place of reconciliation where Aboriginal and Torres Strait Islander people work alongside people of many diverse backgrounds, in a safe and respectful environment.

Role Summary

As the only Major Performing Arts organisation with its cultural origins in this Land, and as a custodian of culture, Bangarra holds a unique position within Australia. The Executive Director is required to demonstrate a genuine understanding of the responsibilities that this entails, and have the presence, intellect and influence to support the company's important work.

The Executive Director will work in partnership with the Artistic Director, providing strategic leadership to support the delivery of the artistic vision, and to ensure Bangarra's next chapter leverages its artistic and operational success.

Areas of Responsibility

1. Strategic

- 1.1. In partnership with the Artistic Director and the Chair, provide visionary leadership to engage and inspire all stakeholders around Bangarra's purpose.
- 1.2. In consultation with the Board, Artistic Director and senior management team, drive the development and implementation of Bangarra's strategic plan. Ensure operational plans are developed to deliver on strategic objectives.
- 1.3. Work with the Board to ensure clarity around the organisational structure and to identify individual and collective roles and responsibilities, in order to guarantee efficient and effective delivery of the strategic plan.

2. Corporate Governance

- 2.1. Oversee corporate governance requirements of the organisation including: audited annual accounts, annual reports, annual general meetings, risk management and representation in accordance with the articles and memorandum of association, the company's tripartite

agreement with the Australia Council for the Arts and Create NSW and responsibilities relating to Bangarra's status as a Major Performing Arts organisation.

- 2.2. Work with the Chair to set Board meeting agendas, ensuring that the Board's time and expertise is capitalised to efficiently and effectively drive strategic priorities.
- 2.3. Ensure the maintenance and implementation of the appropriate suite of Workplace policies and procedures, in order to ensure best practice and to engender a positive and ethical organisational Workplace culture.

3. Financial and Risk Management

- 3.1. Maintain ultimate responsibility for Bangarra's financial budget and position, utilising strong commercial acumen to ensure the organisation's solid financial position is maintained and strengthened.
- 3.2. Work closely with the Chair of the Audit & Finance Committee, Committee Members and the Chief Financial Officer, to ensure that short term goals are balanced with long term sustainability, and that high standards of financial accountability and management practice are maintained at all times.
- 3.3. Develop and maintain the company's risk register and proactively manage all operational and reputational risks.
- 3.4. With the support of the Chief Financial Officer, oversee the development of budgets for both presenter-based and self-presented seasons.
- 3.5. Maintain ultimate responsibility for management of the premises, venue and assets of Bangarra, including overseeing the move back into the Wharf premises in 2020.

4. Program Development

- 4.1. Work closely with the Artistic Director to support their artistic vision, and provide the strategic and logistical support and guidance required to shape and develop the company's annual artistic and cultural program.
- 4.2. Lead the management team in the implementation of the annual artistic and cultural program.

5. Funding and Business Development

- 5.1. Drive the development and implementation of a development strategy, to attract the widest possible pool of non-government support.

6. People and Culture

- 6.1. Exhibit and demonstrate high emotional intelligence and a leadership style informed by the values of the Wiradjuri concept of Yindyamarra – to act with honour, respect, graciousness and mindfulness.
- 6.2. Provide clear, ethical leadership and direction and act as a source of inspiration and motivation to employees, the team more broadly, and the community.

- 6.3. Build a strong, inclusive team culture, one which ensures there is role clarity and accountability, and which also supports the autonomy and flexibility required to create success.
- 6.4. Ensure that Bangarra's values are embedded within the company's culture and operations, reflected in all internal and external communications, and embodied when engaging with stakeholders at all levels.
- 6.5. Build organisational capacity through the ongoing development of a high performing team, trusting and empowering all employees to deliver within their areas of expertise, whilst also encouraging professional growth and development.
- 6.6. Oversee the employment framework for all employees and determine the terms and conditions of their engagement. Ensure all employees are aware of, and comply with, appropriate Workplace policies and procedures.
- 6.7. Maintain a high level of awareness of, and engage with, Aboriginal and Torres Strait Islander cultural and social issues and bring this knowledge to bear in your duties as a manager of Aboriginal and Torres Strait Islander employees.

7. Representation and Liaison

- 7.1. Genuinely commit to the development of excellent relationships with Aboriginal and Torres Strait Islander stakeholders and communities. Develop and foster strong relationships with a range of stakeholders across the corporate, government, philanthropic, arts and community sectors.
- 7.2. Ensure that the excellent reputation of Bangarra's brand as an iconic Aboriginal and Torres Strait Islander organisation, locally, nationally and internationally, is fully optimised.
- 7.3. Represent Bangarra in dealings with industry associations, government authorities, potential and existing business partners, community leaders and other bodies and individuals as required.