

Australian Writers' Guild - Executive Director

Position Description

Position Title:	Executive Director
Reports to:	President, Australian Writers' Guild Board
Direct Reports:	5
Location:	Sydney
Capacity:	Full-time

Background

The Australian Writers' Guild is Australia's peak body representing writers for performance in film, television, theatre and new media. With nearly 2,500 members Australia wide, the Guild is focused on improving the professional standards, working conditions and remuneration of professional writers. The Guild is also strongly involved in protecting the creative rights of writers, and promoting a unique Australian cultural voice.

The Guild is run by its members. A 12-person National Executive Council sets broad policy and strategic direction for the Guild. It is served by a National Office in Sydney, managed by the Executive Director, with five separate State Committees across Australia.

Role Purpose

The Executive Director leads the National Office and reports to the President of the Guild, and through the President to the National Executive Council.

The National Office comprises a team of 12 (full and part-time), which supports the membership and delivers a range of services in support of the Guild's strategic objectives, in particular:

- industrial advocacy.
- providing legal and industrial advice to members.
- growing and diversifying the AWG membership base.
- developing and diversifying the AWG's grants and fundraising revenue streams;
- ensuring the financial stability of the AWG.
- championing for increased investment in Australian stage and screen writing.

As well as managing the National Office, the Executive Director oversees collaboration with the member-run State Committees, across Australia.

Key Accountabilities

Strategy, planning and operations

- Collaborate with the board to define and articulate the organisation's vision and to develop a strategy for achieving that vision.
- Develop business plans that support the strategic direction set by the board and correlates with annual operating budgets; submission of business plan and any required annual plans to the board for approval.
- Continue to build the organisation's profile around its representation of the place and role of Australian performance writers in the theatre, TV, streaming and digital landscape of Australia.
- Manage the operations of the organisation and ensure compliance with legal and regulatory requirements.
- Regularly monitor - and remain informed of - the industry environment, to gauge and identify issues that may influence or impact members and/or the Guild's work.

People and Team management

- Lead and develop the culture of the organisation to ensure the high performance of a cohesive team that is both innovative and accountable, building a high level of credibility in the sector and beyond.
- Provide leadership to the team and manage the people and cultural resources of the organisation, including hiring, managing and developing team members.
- Set KPIs and performance reviews for the team in accordance with strategic priorities.
- Develop and maintain people and culture policies and procedures that fully conform to current laws and regulations.

Membership

- Monitor, maintain and grow membership.
- Oversee delivery of services and programs to support members that are relevant and current within the strategic and financial remit.

Communication, advocacy and external stakeholder engagement

- Serve as a key spokesperson and representative for the organisation alongside the President.
- Ensure the Guild's increased industrial relevance, coverage and influence within the sector.
- Proactively engage with multiple external stakeholders on issues pertinent to the membership, driving outcomes that are positive and beneficial to the Guild and its members.

- Lead the Guild's advocacy activities including maintaining and developing relationships with key stakeholders including relevant Government departments, Government funding bodies, industry and peer organisations, industry leaders and other significant decision-makers.
- Engage and liaise with relevant external specialist professionals for advice and assistance where required.
- Ensure that the organisation and its mission, projects, programs, and services are consistently presented in a strong, positive way to all relevant stakeholders.
- Act as a liaison between the organisation and the member base, government and business and build relationships with relevant peer organisations.
- Oversee development and delivery of all communications, marketing and publicity materials (including, for example, member communications, media materials etc.).

Finance and Financial sustainability

- Oversee the financial management of the organisation and managing the Guild's resources within the operational plan guidelines, complying with relevant laws and regulations.
- Recommending, for approval by the Board, an annual budget and related cash flow projections.
- Oversee and grow Government (and Government Funding body) support and investment through grant submissions and via strategic advocacy.
- Attending to financial reporting requirements for the board, the auditor, and external funders and grants providers.

Governance

- Maintain robust governance by identifying and minimising risks and ensure compliance with all constitutional, workplace health and safety, legal and other regulatory requirements.
- Support the President in ensuring the continued engagement and involvement of other Board and membership committee members.
- Report on the progress of the organisation on all matters relevant to the delivery of responsibilities at Board meetings, including updates on general operations, presentation of management and financial accounts and exceptions, and opportunities, trends etc.

Specialist Requirements

Qualifications

- Relevant degree qualification or equivalent professional experience.

Experience, Knowledge and Skills

- Senior executive experience, with experience in building and maintaining a membership - or other supporter-based organisation preferred. Industry body or union also desirable.

- An experienced advocate, lobbyist, and negotiator; able to – both firmly or gently - engage and influence a variety of stakeholders both within and outside the organisation.
- Understanding of Governance - experience in working with a board, with a demonstrated ability to develop and execute on strategy.
- The ability to inspire and mobilise a capable team and instill a commitment to achieve strategic goals and continuous improvement in meeting member's needs.
- Experience in financial oversight and management to ensure short term financial health and long-term sustainability.
- Experience and understanding of working with multiple external stakeholders, for example Government (State and Federal), Government agencies, business, peak bodies.
- Skills in policy – able to develop and implement policies, in particular managing industrial policies and, where necessary, directly leading industrial negotiations.
- The ability to understand and work with funding bodies, with experience or understanding of the grants process an advantage.
- The ability to work with and draw on the knowledge and experience of the staff and board.
- The ability to communicate clearly and authentically - to deliver the organisation's message and engage with stakeholders both within and outside the organisation via a variety of forums.

Personal attributes

- Passion to promote Australian creativity through championing the status, improved remuneration and rights of Australian performance writers.
- Unafraid to engage stakeholders on the tough issues; an 'iron fist in a velvet glove'.
- Demonstrated capacity for creative, strategic thinking around new ideas and opportunities.
- Entrepreneurial spirit with the ability to use initiative appropriately.
- Decisiveness and soundness of judgement.
- Ability to clarify and share expectations.
- A commitment to diversity of perspective, cultural sensitivity and equal opportunity in all aspects of AWG operations and business.