



SECOND ECHO ENSEMBLE

GENERAL MANAGER

Applications Open: 10 Feb 2025

Applications Close: 5pm 7 March 2025

Notification of Shortlisting: 14 March

Interviews scheduled: Week of 17 March

Start date: May – June 2025 to be agreed upon with preferred candidate

Employment type: Fixed term

Term of employment: initially until 31 December 2026, with a view to permanency.

Supervisor: Creative Director

Location: Second Echo Ensemble (SEE) office and studio, 228 Liverpool Street, Nipaluna/Hobart.

Remuneration: \$45 per hour for 30 hours per week, \$93,600 per annum, pro rata + 12% Superannuation.

A relocation allowance for interstate candidates will be provided.

ABOUT SECOND ECHO ENSEMBLE (SEE)

Much loved and respected, Tasmania's Second Echo Ensemble (SEE) creates and produces interdisciplinary art and live performance, inviting audiences to challenge preconceived notions of ability.

At our heart is an ensemble of diverse artists. Some have disabilities, some do not. Our mission is to redefine expectations of possibility and to challenge assumptions we hold about ourselves and others.

Our purpose is to develop, create and present exceptional art that challenges assumptions, shakes up stereotypes and gives voice to untold stories that result in real social change.

We don't make art about having a disability or not having a disability. We support diverse artists to make work about life, about its surroundings, its imaginings, its rhythms, its angers and its celebrations. We wield our art practice as a force to normalise diversity in our communities.

SEE plays a vital role in the Tasmanian arts ecosystem, ensuring that art is for everyone. We employ and deliver creative opportunities for those living with mental illness, chronic pain, disability, neuro-diversity, and long-term under-employment. Our innovative programs address the barriers which prevent them from realising their ambitions and finding employment within the creative industries.



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Our annual program includes training, workshops, mentoring, live performances, touring, exhibitions and advocacy in action.

Since 2005, the company has performed across Australia and overseas, showcasing stories that celebrate Tasmania's diverse cultural heritage and natural landscapes through innovative multidisciplinary art.

Second Echo Ensemble receives multi-year funding from multiple funding partners, including Arts Tasmania, Creative Australia, and the Department of Social Services.

The following documents are available to candidates upon request:

- recent annual reports
 - current strategic plan including guiding principles
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WHY APPLY TO WORK WITH SECOND ECHO ENSEMBLE?

- you're passionate about equity, change-making, and challenging stereotypes about ability
 - you're excited by the opportunity to drive strategic growth within an award-winning organisation that's reshaping the cultural landscape
 - you want to contribute to a dynamic, award-winning, agile and innovative organisation
 - you want to work alongside excellent co-workers, extraordinary artists, partners, donors, and volunteers and a supportive Board
 - you're looking for a work environment that is collaborative, invests in its team and has a wellbeing at work program including shorter work weeks
 - you're seeking work that is both challenging and rewarding
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ABOUT THE ROLE

The newly created General Manager (GM) role is a crucial step towards ensuring the work we do is safe, our funding relationships and contracts are in good health and we are compliant with all necessary business, governance and risk requirements.



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The GM will help foster an organisational culture where best practices in human resources [HR] are implemented, and advice and updates are provided to the Board on issues and opportunities related to your work.

At SEE we emphasise the importance of collaboration. We know the company thrives when both our creative vision and business needs are valued, working in harmony to achieve our purpose.

SEE is a small sized, dynamic company with a range of projects and programs on the go at any one time. We work collaboratively to achieve objectives with generosity and care for everyone, supporting each other across the organisation.

Our Creative Director will drive the creative vision for the next four years alongside the new role of GM who will manage the organisational and financial strategy, working closely with the Board to deliver the strategic vision, ensuring the sustainable growth and development of the company.

This role requires strong digital literacy, and/ or capacity to learn. We operate within a range of Google platforms including Gmail, Google Calendar, Google docs, sheets and Google Forms. We use financial software from Xero.

From time to time, this role will require attendance and support for SEE events and functions which fall outside traditional working hours. This contribution will support delivery and relationship development.

The new GM will join a company in a strong financial position with both state and federal multiyear funding agreements in place. As we expand our impact, we are committed to securing new partnerships and funding opportunities both inside and outside the arts to support our ambitious future projects. The successful candidate will play an important role in continuing the success of these strategies.

It's an exciting time for someone with an entrepreneurial spirit, strong emotional intelligence and a clear understanding of how systems can impact the future success and sustainability of SEE.

CORE FOCUS AREAS*

Governance:

The General Manager and Creative Director form the Executive Team, working together to:

- ensure the sound management and financial stability of the organisation



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- engage with the Board to ensure appropriate compliance, advice and information on all company activities
- lead on the development of strong planning and robust evaluation procedures for key activities
- oversee management of all project budgets, and generate new income through diverse sources and partnerships.

The General Manager will facilitate Board meetings and report to the Board and other key stakeholders on a timely basis.

The General Manager will have responsibilities across, but not limited to, the following areas.

Business and Financial Management:

- develop company and project budgets in collaboration with the Creative Director and Board
- oversee financial management and reporting, ensuring all funds are managed responsibly and in line with the organisational vision, mission, and strategic plan
- conduct regular financial analysis and forecasting to inform decision-making
- work with the external Book Keeper to ensure delivery of appropriate services, development and implementation of financial policies and procedures, ensuring high standards of accountability are adhered to
- coordinate an annual audit.

Fundraising:

- identify funding opportunities through government and non-government grants, trusts and foundations
- build partnerships, manage funding applications, and oversee reporting to ensure compliance.

Contract Management and Business Partner Relations:

- oversee contract negotiations, agreements and ensure positive relationships with funding bodies, partners, service providers, artists, arts workers and consultants, ensuring favourable terms to support the company's operations.

Human Relations

- implement and maintain HR strategies, policies and procedures to ensure they align with our mission, vision, and organisational goals
- manage employee relations, providing guidance and addressing issues as they arise



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- implement performance management systems to support continuous feedback and employee development
- manage and oversee the work of external service providers.

Compliance, Work Health and Safety:

- ensure compliance with relevant employment laws and regulations
- monitor risk management and insurance needs, ensuring appropriate strategies and coverage are in place
- work with the Creative Director, Venue & Projects Coordinator and Production team to oversee the Company's Work Health & Safety compliance ensuring a safe and healthy workplace.

Administration:

The GM is responsible for the day to day data, business and finance administration of SEE.

Business and Strategic Planning:

- in conjunction with the Creative Director and Board, continue to implement and evolve the organisation's strategic plan including vision, purpose and goals
- in collaboration with the Creative Director implement a strategy to realise the programs through funding and fundraising opportunities
- take the lead to establish and implement annual strategic objectives and KPIs relevant to your role
- monitor, evaluate and report on operational activities to the Board and funding partners.

*You may be called upon to undertake other duties as reasonably requested by the Board.

OUR IDEAL CANDIDATE

You're a respectful professional and you treat the people you work with fairly and ethically. You show empathy and courage, and you're comfortable and capable when engaging with people from diverse backgrounds.

Our Guiding Principles resonate and motivate you.

You're curious, resilient and able to easily adapt to an active and vibrant workspace.



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You take the responsibilities of your job, the health and safety of our artists, staff, visitors, and community very seriously but also enjoy a shared laugh with colleagues too. You're committed to observing all work health and safety, security and equal opportunity initiatives to contribute to a safe, healthy and ethical workplace.

You hold a current Working with Vulnerable People's card (or would attain one before you are contracted) and abide by the National Principles for Child Safe Organisations.

SEE aspires to be a leader in the area of disability, arts and accessibility practices. We respect and appreciate diversity and acknowledge the value of the representation of disabled people in leadership positions, across our workforce, governance and in our stakeholder groups. We strongly encourage all candidates who meet the key selection criteria to apply. SEE is also a Queer friendly space.

KEY SELECTION CRITERIA

- demonstrated competency and experience undertaking the core functions of the role with minimum of 3 years' experience
- excellent financial, human resources and work, health and safety skills and experience, including the implementation and maintenance of policy, processes and procedures
- high-level interpersonal skills, oral and written communication skills and the ability to engage with a wide variety of people of diverse experience, backgrounds and skills
- high level administration, organisational and time management skills, with attention to detail and the ability to prioritise effectively
- ability to work as part of a team but also a self starter who can work independently.

Desirable Selection Criteria

- an understanding of the arts, culture and/or disability sectors
- experience or familiarity with NDIS and the disability sector
- experience and familiarity with Xero and Google platforms

If you have questions or would like to have a chat before you submit your application, please email Kath Melbourne, our consultant for this recruitment process,
Email: kath@kathmelbourne.com.au



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TO APPLY

Please submit:

- A cover letter no more than two pages, addressing the key selection criteria and any of the relevant desirable selection criteria
- Your resume
- Contact details for two referees, who can speak to your experience relevant to the role

Or

A video application that addresses the skills and experience required for this role and outlines your professional experience / work history including the title, duration and respective organisation of your appointments and contact details for two referees.

Should this application process or engagement structure be inaccessible for you, we encourage you to contact us so that we can discuss and explore more accessible alternatives.

Applications must be emailed to Kath Melbourne by 5pm 7 March 2025

kath@kathmelbourne.com.au