



**HERE FOR  
YOUNG  
WRITERS**

## **GENERAL MANAGER / CEO**

### **POSITION DESCRIPTION, SELECTION CRITERIA AND HOW TO APPLY**

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#### **ABOUT EXPRESS MEDIA**

Express Media is a national, not-for-profit organisation providing support and development for young Australian writers aged 12 – 30. For over 30 years, Express Media has given young people the tools to express themselves through workshops that develop skills, through opportunities for constructive feedback and publication, and through awards and programs that recognise excellence.

Today, Express Media aims to encourage young Australians from all backgrounds to engage with the literary arts, to support them to produce and present their work, to raise awareness, increase support and build an audience for young Australian writers and to cultivate and diversify the literary and broader arts sector in Australia.

We achieve these aims by producing a vibrant national program promoting diversity, access and participation, skills development, nurturing talent and rewarding excellence. We communicate the work and contribution of young Australian writers through publication, promotion and advocacy as well as facilitating networks, supporting professional pathways and fostering careers.

#### **POSITION DESCRIPTION**

We are currently looking for a highly skilled and energetic arts manager to provide leadership in ensuring the sustainable future of the organisation. The role comprises the following key areas of responsibility:

##### **LEADERSHIP**

- In consultation with the Board, provide vision for Express Media, including determining organisational direction and developing and implementing strategies to achieve goals

##### **MANAGEMENT & GOVERNANCE**

- Report to regular Board meetings, keeping the Board informed of the activities of Express Media
- Manage accountability and compliance with legal, regulatory, social and ethical requirements including keeping appropriate records and submitting returns
- Manage risks associated with the delivery of the program, reporting them to the Board for solicitation of legal advice as required
- Produce an annual report for the organisation

##### **HUMAN RESOURCE MANAGEMENT**

- Manage human resources, including recruitment and selection, contracts and employment, performance management and conflict resolution, ensuring a productive organisational culture
- Facilitate professional development and learning opportunities for all staff, volunteers and interns

##### **FINANCE & FUNDING**

- Source and manage recurrent operational funding and project grants, and maintain relationships with funding bodies
- Manage organisational finances, including implementing and monitoring annual and program budgets (as endorsed by Board)
- Produce a monthly financial report (BS, P&L, cash flow statement, budget comparison)

##### **MARKETING & DEVELOPMENT**

- Develop and deliver a strategy for raising the profile and awareness of Express Media
- Identify new opportunities and maintain existing partnerships that contribute to the development of the organisation
- Develop and deliver a strategy for generating support through fundraising and sponsorship

##### **ADVOCACY**

- Represent Express Media and our members within the literary sector and the arts industry, to government and lobby groups, and within the broader community

## CONDITIONS

- The position is full time at \$60,000 per annum
- The CEO is paid for five working days per week and understands that the requirements of the position will involve some work outside these hours
- The employee is entitled to leave as per the as per the National Employment Standards plus 9.5% superannuation
- The CEO reports to the Express Media Board
- All Express Media staff are employed under annual, renewable contracts subject to funding conditions
- The position is located at the Express Media office, third floor, The Wheeler Centre, 176 Little Lonsdale St Melbourne
- The CEO is covered by appropriate worker's compensation insurance while working at Express Media, and is provided with a workstation and a friendly working environment

## SELECTION CRITERIA

- A sound understanding of Express Media and its context within the literary, youth and broader arts sector
- Demonstrated experience in developing and implementing strategic and operational plans
- Experience in operational management and familiarity with issues in the not-for-profit sector, including resourcing challenges and working with a board of management
- Familiarity with the funding environment in which Express Media operates, with experience in securing and managing grants and sponsorship
- Strong background in financial management including the preparation of budgets, cashflow projections and monthly reports as well as experience in bookkeeping and administration (experience using Xero is desirable)
- Experience in leading, managing and inspiring teams of people (volunteers and staff)
- High level communication skills and demonstrated ability to work with the key stakeholders of an arts organisation
- Experience in marketing and communications, and knowledge of the Australian arts industry and networks (experience in managing CRM systems is desirable)

## HOW TO APPLY

Your application must include:

- Your covering letter
- Your current CV including three referees
- A statement addressing each of the selection criteria

Your application must be saved as one file (word or PDF) with your surname as the file name.

Apply by email to [generalmanager@expressmedia.org.au](mailto:generalmanager@expressmedia.org.au) using the subject line APPLICATION: GENERAL MANAGER / CEO

Applications close at **4.00pm AEST on Friday 2 October 2020**. Interviews for the position will take place on **Thursday 8 and Friday 9 October 2020**.

For further information, please call email Lucy Hamilton, current CEO/General Manager, at [generalmanager@expressmedia.org.au](mailto:generalmanager@expressmedia.org.au)

Express Media provides a safe and inclusive space for all of its staff and stakeholders. Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ+ people and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.