

## **GENERAL MANAGER - SOUTHERN EDGE ARTS INC.**

3 - 4 days week – Kinjarling Albany, Western Australia  
Salary: \$83,850 pro rata

Regular work hours 10am - 6pm, Mondays - Thursdays  
Southern Edge Arts, PCYC, 77 Sanford Road, Albany, Western Australia

Southern Edge Arts (SEA) is a non-profit community arts organisation with a focus on circus and theatre. Situated along the spectacular coast of the Great Southern of Western Australia, this is a rare opportunity for a leadership role in our vibrant and lively arts community.

With a 40 year track record, we are in a growth phase with significant collaborations and projects unfolding over the next year. We are seeking an experienced and passionate person with strategic management skills and experience in cultural or community services sectors.

We focus on the arts as an essential ingredient in the social and emotional wellbeing of our community with a special focus on children and young people. Join our highly creative and committed team led by our Artistic Director, Annette Carmichael.

This opportunity is especially suited to management professionals looking to build their skills in community arts and cultural development. We are experiencing rapid growth and are utilising the De Vos Institute of Arts Management's approach called 'The Cycle'. This approach is especially suited to reinvigorating older organisations with a solid track record and extensive community goodwill.

SEA has a strong internal culture that centres the needs of diverse families and young people. We are committed to the development of a sustainable arts sector in regional Western Australia and contributing to the professional development of regional artists and arts workers.

Find out more at [www.southernedge.org.au](http://www.southernedge.org.au)

**APPLICATION DEADLINE: Midnight, Sunday 15 February 2026**

Send a cover letter addressing the selection criteria and your CV with contact details of two referees to Annette Carmichael, Artistic Director, Southern Edge Arts,  
[artisticdirector@southernedge.org.au](mailto:artisticdirector@southernedge.org.au)

Enquiries please call on 0474 229 301.

## Position Description

### General Manager

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#### Position Details:

<b>Position Title</b>	<b>General Manager</b>
<b>FTE Status</b>	<b>0.6 - 0.8</b>
<b>Location</b>	<b>77 Sanford Rd, Centennial Park</b>
<b>Employment agreement</b>	The contract of employment between employer and employee is bound by the National Employment Standards (NES) of the Fair Work Act (2009) and the Superannuation Guarantee (Administration) Act 1992
<b>Classification</b>	Employee Contract - \$83,850 + 12% superannuation pro rata
<b>Contract Terms</b>	<i>Dependent on ongoing funding - initially 12 months with a 3 month probation</i>
<b>Essential</b>	Maintain a current Working with children check
<b>As required</b>	Provide a National Police Clearance on commencement Maintain a current First Aid Certificate

#### Position relationships:

<b>Responsible to</b>	Artistic Director
<b>Position under direct supervision</b>	Administrator, Cleaner
<b>Shared supervision with Artistic Director</b>	Marketing Co-ordinator, Production Manager, Associate Producers (Carrying the Fire & SEW Arts)
<b>Reporting responsibility</b>	Artistic Director, Board of Management & Treasurer

#### Position purpose:

The General Manager will manage the overall business development of the organisation including, finance, marketing, administration, funding, venue and membership. They work closely with the Artistic Director, Board and Staff to deliver a shared vision for Southern Edge Arts Inc (SEA) through a progressive program that contributes to the organisation's artistic, wellbeing and performance outcomes.

## **GENERAL MANAGER**

### **Statement of duties (as at 14 January 2026)**

#### **FINANCIAL MANAGEMENT**

- Responsible for Financial Management of the organisation including day to day financial operations, budgeting, taxation obligations, meeting funding obligations and requirements of our strategic plan.
- Lead the Business Operations, ensuring financial compliance with statutory legislation, accounting standards, internal controls, company policies and procedures, providing concise, timely and accurate reporting.
- Prepare and present financial results to the Board of Management.
- Manage the audit process and report on all financial audit requirements.
- Manage online payment and Point of Sale systems.
- Quarterly review of Aged Receivables and instruct Administrator regarding follow up.
- Data entry into Xero Accounting Software and oversee work of Administrator.
- Collaborate with the Artistic Director on the development of the annual organisation budget and project budgets.

#### **OPERATIONAL MANAGEMENT**

- Responsible for overseeing general operations of the organisation.
- Co-ordinate cleaning and maintenance.
- Manage SEA's venue and equipment hire .

#### **RISK MANAGEMENT**

- Oversee legal functions of the organisation to ensure the ongoing protection of SEA's interests, including legislative interpretation, leases and licences, property management, occupational health and safety, insurance and liability issues.
- Ensure compliance with requirements of a Child-Safe Organisation.
- Review insurance cover annually and advise the Artistic Director and Board of Management on risk exposure and strategies to mitigate risk.

#### **HUMAN RESOURCES**

- Complete administration tasks relating to Human Resource Management. Ensure SEA complies with HR legislation, including contracting, workers compensation, insurance, payroll, superannuation and Working with Children Checks, Police Clearance and First Aid Certificates.
- Process payroll and answer queries from staff
- Manage general day-to-day organisation duties including office administration and support the Lead Teaching Artist and Artistic Director in the scheduling and staffing of Teaching Artists to deliver programs.

## BOARD OF MANAGEMENT

- Co-ordinate with Chairperson and Artistic Director on creation and distribution of bi-monthly Agenda and meeting papers.
- Prepare and manage the process for nominations to Board and compilation of meeting papers for Annual General Meeting.
- Management of SEA membership process and compliance of Board and organisation with requirements of the Australian Charities and Not for Profit Commission .
- Provide financial reports to the Treasurer for bi-monthly meetings.
- Co-ordinate and prepare Annual Report.
- Attend bi-monthly meetings

## FUNDING AND PHILANTHROPY

- Collaborate with the Artistic Director in preparing funding applications and acquittals with a specific focus on financial and statistical data.
- Maintain the Annual Activity report that tracks statistics and demographic information for use in acquittals.
- Review the current Philanthropy Plan and make recommendations for further development.
- Oversee annual fundraising campaign.
- Provide administrative support to the Board for Donors Circle.

## PROJECT AND EVENT MANAGEMENT

- Contribute as producer on projects and performances and other SEA programming including logistics, marketing, bookings and event management.
- Prepare event approval applications to the City of Albany and other local government authorities when required.
- Co-ordinate ticketing and front of house operations for projects.
- Collaborate with Production Manager and Artistic Director on development of production timelines, risk management and technical planning.
- Prepare and distribute audience and participant surveys.
- Participate in project debriefs with the Artistic Director and project teams.

## MARKETING

- Provide customer services including answering queries, taking workshop bookings and payments.
- Collaborate with the Artistic Director and Marketing Co-ordinator on the look and feel of marketing for each stream of activity and organisational branding.
- Liaise and communicate with artists and key community stakeholders, SEA members and their families.

## OTHER DUTIES

- At times, the General Manager may be asked to assume the role of CEO in the absence of the Artistic Director.
- Perform other duties as reasonably directed by the Artistic Director and Board of Management.
- During peak work periods, this role may require work outside of normal hours.

## SELECTION CRITERIA

*Please address each selection criteria with a response that includes specific examples of your past work or knowledge. Please do not use AI to generate your answers, we prefer to hear your voice and experience your writing style! Your answers will be verified with your designated referees.*

1. Qualification in Arts/Cultural Management or Business Management (Cert IV or above)
2. Financial Management: Outline your experience in development and management of organisational and project budgets (\$20K - \$500K or larger). Briefly list your experience using online Accounting Software, for example Xero, MYOB, Quickbooks etc. (We use Xero)
3. Human Resource Management: Outline your knowledge and experience interpreting legislation, issuing contracts, managing conflict and staff performance
4. Board of Management: Demonstrate knowledge of the requirements of ACNC and the Incorporated Associations Act.
5. Funding and Philanthropy: Demonstrate at least five years experience applying for, managing and acquitting government funding. Describe your experience with fundraising and philanthropy.
6. Project and Event Management: Outline one project or event of which you are especially proud and identify the key elements of its success.
7. Creativity and Arts for Young People: Describe any experience you have working with young people and supporting them to achieve their goals. What do you think are essential elements to creating a child-safe environment?

**Please send your letter addressing the Selection Criteria and your CV to [artisticdirector@southernedge.org.au](mailto:artisticdirector@southernedge.org.au) by midnight Sunday 15 February 2026.**