

CEMENT FONDU

POSITION DESCRIPTION

Position Title: Business and Operations Manager

Position type: 20 months fixed term contract (May 2023 - Dec 2024, potential to extend)

Salary range:

4 days: \$62,000-\$72,000

+ 10.5% superannuation (11% from 1 July 2023)

N.B the role requires the oversight and attendance of some weekend and evening events, negotiated as TIL

ABOUT Cement Fondu

Cement Fondu is a not-for-profit contemporary art organisation with a solid reputation for innovative programming. Its annual program delivers multi-disciplinary exhibitions, dynamic public programs and digital offerings to amplify the diverse voices and visions of artists and inspire audiences in NSW and beyond. It uniquely enriches the creative growth of diverse early-career artists through extensive new work commissioning; imaginative exhibition design; new and ongoing partnerships; and elevating local artists alongside international pioneers.

In its 6th year, Cement Fondu's artistic vision continues to be ambitious while internally focusing on organisational sustainability. Moving toward a new stage in the organisation's development, we aim to establish Cement Fondu as a leading arts institution by elevating its arts programming through financial sustainability, refined operational management, audience development and increased staff capacity.

ABOUT THE ROLE

We have a newly created opportunity for a **Business and Operations Manager** to join Cement Fondu's small team based in Sydney's Paddington.

The Business and Operations Manager will play a vital role in Cement Fondu's next phase, working closely with the Director to leverage new funding and philanthropic support and enhance the organisation's

running day-to-day. We are seeking an experienced arts manager with a resourceful and innovative outlook who is excited to take on this new challenge. This ego-free team player will think big yet understand that no job is too small, possessing the agility and confidence to work collaboratively and independently across a variety of capacities within a small, evolving team.

This role provides business and operational oversight and leadership at a critical time for the organisation, working with the Director to reshape Cement Fondu's operational, financial and governance structures to establish it as a leading arts institution.

The **Business and Operations Manager** will play a key role in forging and administering the operational foundations to enhance Cement Fondu's impact and sustainability and implement systems and structures to strengthen operational and financial management. The role requires operational agility, financial acumen, proficient funding and investment raising skills, project and team management experience, and skills to improve efficiencies.

The **Business and Operations Manager** will support the Director in establishing a new dynamic Board, and will provide them with insights and appraisals to make informed financial and strategic decisions that support the ongoing sustainability of Cement Fondu. They will have key responsibilities for supporting the Director and Board in identifying and establishing new revenue streams and opportunities for financial growth and sustainability, including benefaction and fundraising, strategic partnerships, Venue Hire, sponsors and government funding, and will be responsible for ensuring compliance with legislation and reporting.

The **Business and Operations Manager** will support the Director, ensuring the smooth running of the gallery day-to-day, across micro to macro tasks, including leading the development and implementation of internal and external policies and procedures. They will play an essential role in overseeing and managing a small team, and facilitating skills advancement.

CANDIDATE PROFILE

The **Business and Operations Manager** will thrive across independent and collaborative workstyles. They will be highly productive, working solo/remote and as a confident team leader, comfortably acting as second-in-line to the Director. They will have financial acumen, operational management skills and possess knowledge of the sector and

ease with networking. They will be a highly capable innovative thinker, strategising the future sustainability of the organisation and leading the generation of funding, partnerships and philanthropic support.

SELECTION CRITERIA

The ideal candidate will demonstrate ability and/or expertise in the following areas:

1. Independence and leadership - The candidate will demonstrate integrity as a key leader within the team, able to act independently and escalate issues as required. They are adept at balancing multiple competing priorities, self-managing tasks and meeting deadlines. They will have the ability to use their initiative and collaborative style to ensure efficient operations. They will possess strong communication skills that ensure interpersonal work relations are professional, effective and amiable, able to actively listen and not overpower.

2. Financial management and operations - The candidate will have experience in financial management, possessing the appropriate skills to manage the financial resources that support a creative organisation. They will have the capacity to effectively manage IT and operational needs relating to the smooth and safe running of Cement Fondu's operational, building and physical resources. They will be confident in managing a team of staff at various levels of experience, leading HR requirements.

3. Stakeholder management - The candidate will have the capacity to assess, sustain and improve our relationships with stakeholders and partners, ensuring needs and expectations are met. They will work to further develop Cement Fondu's national and international reach, impact and profile to fulfill organisational objectives.

4. Digital literacy - The candidate will have a good understanding of IT and digital systems and platforms, exhibiting proficiency in wide-ranging administrative and creative applications. They will have the ability to leverage digital systems to amplify the operational, programming, engagement and fundraising capacities of Cement Fondu.

5. Advocacy - The candidate will be a highly proficient communicator with an ability to engage with a variety of stakeholders, artists, creatives and partners, funding bodies and corporate and private donors. They will be able to articulate and advocate for Cement Fondu and the diverse communities it represents.

WORKING RELATIONSHIPS

The **Business and Operations Manager** reports to the Director and are directly reported to by the Assistant Curator, Engagement and Media Coordinator, Production Manager/Lead Technician and Casual Staff.

ROLE RESPONSIBILITIES

Board

- Assist the Director in establishing a new Board to achieve Cement Fondu's strategic goals and future sustainability, including preparing presentations, attending meetings, note taking
- Ensure that the establishment of the new Board complies with the Corporations Act and all other local and state legal requirements, including ACNC and ROCO reporting.
- Prepare briefing notes for Board members involved in meetings with funding agencies, donors, external relations and other supporters
- Prepare and manage Board meeting schedules and agendas, minutes and all correspondence
- Attend regular Board meetings, take minutes and report on all operational matters

Strategy and Finance

- With the Director, develop and maintain an annual budget and project budgets and provide updates to Cement Fondu's Accountant;
- Develop short and long-term financial goals in consultation with the Director, Board and Cement Fondu's Accountant. Ensure these goals are attainable and achieved;
- Review reports prepared by the Accountant (including P+L, Balance Sheet and Cash Flow Forecasts);
- Prepare graphics and narrative responses to financial reports ahead of each board meeting and upon request;
- Manage the production of the Annual Report.
- Devise, implement and review Cement Fondu's Strategies, including Sustainability, Accessibility, Digital, Audience Development and Community Guidelines
- Independently monitor and update the day-to-day of Cement Fondu's annual and project budgets, updating the Director and Accountant;
- Work with the Accountant weekly/fortnightly to manage accounts payable, accounts receivable and payroll;
- Manage the annual audit in consultation with Cement Fondu's Accountant;

- Maintain financial record keeping in consultation with Cement Fondu's Accountant.

Operations and Compliance

- Attend and oversee the smooth running of all key Cement Fondu events
- Ensure that public and occupational health and safety standards are maintained
- Manage internal IT and AV needs and requirements, working with external IT support
- Manage the maintenance of the building and operational systems, including receiving quotes, liaising with contractors and landlords
- Manage the organisation of office spaces and maintenance of gallery consumables
- Develop, enforce and update policies and procedures for the management of Cement Fondu's operations
- Ensure that sustainable practices and procedures are developed throughout the organisation
- Manage Cement Fondu's legal obligations, including IP and ICIP and advise the Director and Board of any changes or matters as they arise
- In consultation with the Director and Board, negotiate leases and licenses associated with tenancies, and ensure that the Organisation remains compliant with all associated legal agreements
- Ensure that the Organisation is adequately covered by insurance policies related to Property, Public liability and Directors Liability, in consultation with Cement Fondu's Accountant
- Develop, review and negotiate all contracts and ensure that contractual obligations are met
- Ensure legislative compliance

Human Resources

- Working with the Director, actively develop a collaborative and collegiate workplace culture
- Working with the Director, manage the recruitment of staff, the development of employment contracts as directed,
- Conduct staff onboarding
- Support the professional development of all team members and conduct training as required
- Lead mentorship of team members, contractors, interns and volunteers
- Develop, implement and revise HR policies and processes
- With the Director, conduct annual performance reviews with direct reports and assist with other performance reviews as required.

Development

- Develop and supervise a Development strategy and timeline
- Identify, develop and retain private and commercial sector support for Cement Fondu
- Develop Cement Fondu's Venue Hire capacity to increase revenue, managing clients and events
- Manage the grant applications and acquittal process to funding bodies
- Supervise the preparation and submission of all applications, proposals, acquittals and reporting.
- Identify new grants and funding opportunities and instigate their pursuit
- Develop short and long-term fundraising goals and supervise their implementation and realisation
- Develop support for Cement Fondu by establishing and maintaining strong relationships with government agencies, City Councils, foundations and international organisations
- Supervise the preparation and delivery of benefits for private donors and corporate sponsors
- Identify and pursue business partnerships and sponsorships and maintain new and existing relationships

Advocacy and Engagement

- Ensure that Cement Fondu is perceived as an innovator in contemporary art
- Ensure that Cement Fondu remains an accessible organisation that supports all types of community engagement
- Maintain excellent industry relationships, locally, nationally and internationally
- Develop and maintain relationships with all stakeholders including government funding agencies; donors and foundations; corporate partners and the media
- Participate in industry panels, meetings and committees as required
- Manage outcomes tracking and evaluating Cement Fondu programs and Cement Fondu Strategic Plan
- Pitch and presentation preparation

HOW TO APPLY

Please email the following to Josephine Skinner, Director, Cement Fondu at jobs@cementfondu.org:

- A curriculum vitae (CV) of no more than 3 pages
- A statement addressing the Selection Criteria of no more than 2 pages

- Include full contact details, phone number and postal address in your CV and covering email.
- Provide all attachments as PDFs.

Applications close: Wednesday, 5 April 11:59pm