

<b>Position Title:</b>	<b>Business Manager</b>
<b>Organisation:</b>	Co3 Contemporary Dance
<b>Employer Type:</b>	Not-for-profit
<b>Location:</b>	King Street Arts Centre, Perth WA 6000
<b>Contract:</b>	February – December 2022, with view to extend to 2023 in line with funding outcomes
<b>Hours:</b>	3 days per week (0.6FTE) with view to increase to Full Time in 2022
<b>Salary Range:</b>	\$65,000 pro rata + 10% Superannuation
<b>Reports to:</b>	Executive Director
<b>Performance Assessment:</b>	Initial three months, then annually.

### **ABOUT CO3 (*pron. Koh-three*)**

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**Co3 Contemporary Dance;** is the State's contemporary dance company, based in Perth, Western Australia. We are the Dance Company in residence at the State Theatre Centre of WA on the land of the Whadjuk Nyoongar people.

Through contemporary dance, we create a progressive platform for integrating and engaging Western Australia's diverse community in the facilitation and exchange of stories that reflect experiences from and within our country. Co3 takes its responsibility as a premier State dance company seriously and is committed to advancing and championing contemporary dance practice on a national and international level. We are committed to providing increased pathway and employment opportunities for West Australian dancers and creatives providing opportunities to ensure our creatives can live and work in our State. We champion Western Australia as a community of creative excellence.

### **Co-CEO's**

**Artistic Director** Raewyn Hill

**Executive Director** Alana Culverhouse

### **OUR PURPOSE**

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**"To inspire and enrich lives through dance"**

Our purpose is to inspire people and enrich lives through engagement with dance by delivering sector leading, contemporary performance and engagement programs for the people of Western Australia, Australia and beyond.

### **OUR VISION**

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**"A leading contemporary dance company in the Australasian region"**

Proudly West Australian, Co3 Contemporary Dance is a world class contemporary dance company. By 2030, we are recognised as a leading contemporary dance company in the Australasian region. Our work is influenced by the stories and experiences of our people, our place and our community.

Co3 Contemporary Dance is a courageous artistic house producing extraordinary contemporary dance, created with national and international leaders; at the forefront of Australasian art. With our artistic philosophy fuelling the company's administration and creative endeavours, we represent Western Australia's diverse culture through all that we do. Art and artists are at the heart of Co3. Creativity and ideas are given time and space to develop, to enable the production of highly conceptual work that reflects the contemporary experience.

## ARTISTIC VISION

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### “A courageous, artistic house at the forefront of Australian art”

Proudly based on the lands of the Whadjuk Nyoongar people, Co3 Contemporary Dance is a courageous artistic house producing extraordinary contemporary dance, created with national and international leaders, at the forefront of Australasian art. With our artistic philosophy fuelling the company’s administration and creative endeavours, we represent Western Australia’s diverse culture through all that we do. Art and artists are at the heart of Co3. Creativity and ideas are given time and space to develop, to enable the production of highly conceived work that reflects the contemporary experience.

The annual artistic program focuses on the development, creation and touring of major and minor scale works. It includes the creation and development of new work (Create), the remounting of existing work (Curate), and the creation and development of new works through collaborations (Commission).

With the Artistic Director at its creative core, Co3 has a unique two-year programming cycle; one year focused on partnerships and the development of work and brand exposure, and the next year focused on the presentation of new work.

## OUR VALUES

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The essence of Co3 is defined by our behaviors and actions that are guided by our core values of:

**Excellence** We are high-performers, pursuing and producing work of distinction that informs, confronts, shocks and amuses. Our dancers display excellence of craft, with highly refined technical and emotional skills; individually and as an ensemble. The choreography, production values, and all aspects of delivery of performance and training, are of the highest order. Focus on governance and management excellence are at the forefront of our operations in the constant pursuit of continuous improvement in our business.

**Courage** We act to enrich people’s lives in spite of challenges. We set the right priorities and make strategic choices. We feel empowered to define new and different ways of delivering contemporary dance and maintain a disciplined focus on doing it. We are disruptive, we are change makers and we are innovators.

**Resilience** We accept the brutal facts, believe passionately that contemporary dance can enrich lives, and are adaptable and innovative. These characteristics make us robust under conditions of stress and change. We are agile and adaptive.

**Engagement** We encourage participation in, and appreciation of, the art-form through our programming, education, youth development, community presence, and communications. We strive to inspire people through contemporary dance by creating as many touch-points for the art-form as possible. We are cultivators and connectors.

**Integrity** We act openly and honestly based on strong moral principles; behaviour that is anything less is not tolerated. We inspire trust by acting out our words and being accountable for our actions. We are conscious, collective and collaborative. We practice the highest levels of financial management and prudence to ensure that all stakeholder investments are managed with the highest degree of responsibility and we deliver what was promised.

## EQUAL OPPORTUNITY EMPLOYER

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Co3 Contemporary Dance actively strives for diversity in our teams, in the stories we share on stage and across all areas of our operating, programming and interaction with community. The company is an inclusive and safe environment for people from diverse backgrounds. All peoples are considered without regard to age, sex, religion, national origin, sexual orientation or disability. We strongly encourage all nationalities to submit their interest in working with the company when professional opportunities become available and in participating in our youth and education programs.

We recognise there is still a lot more work to be done and will continue to address systemic racism, cultural misappropriation, unconscious bias, access and inclusion. Exploring strategies and policies to address this

and engaging in open and safe debate. There are many challenges in the arts and cultural sector right now, more so than ever before. However, as a sector, we must come together and rise to these challenges and always do right by all in our community.

### **PURPOSE OF THE POSITION**

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Co3 is looking for a highly organised and motivated Business Manager with strong time management skills to join our team. Every day is different, and your role covers a multitude of responsibilities, as an integral team member within our operations, the Business Manager is pivotal to the smooth running of the organisation. For this multi-faceted, fast-paced and constantly evolving role, you will need to be ultra-organised, resourceful, have an eye for detail, tech-savvy, creative and be able to problem solve.

To be successful in this position you must have exceptional grant writing and acquittal skills. You will have demonstrated experience in writing and managing employment contracts and compliance, with preferred knowledge of the LPA Award. You will have good financial skills and be able to read and interpret financial papers. You will have a good understanding of the role of Boards and Governance in the not-for-profit sector and be able to compile all required Board Documents and take Minutes of the meetings.

You will be adaptable, with a can do and problem-solving attitude with the ability to work in high pressure environments.

This is a great opportunity for an efficient, adaptable and detail-oriented individual who enjoys working as part of a small team in a dynamic office environment.

## **POSITION DESCRIPTION: BUSINESS MANAGER**

This position is initially a 0.6 role reporting directly to the Executive Director.

### **Operations and systems management**

- Oversee the effective day to day administration of the organisation with support from the Office Administrator.
- Identify opportunities for operational improvements and implement accordingly.
- Develop and maintain company process and procedure manuals.
- Managing organisational data and record keeping.
- Manage the day-to-day requirements of the organisation's IT systems.
- Formulation and implementation of business systems in accordance with the organisation's strategic and business plans.

### **Contracting and Reporting**

- Ensure the timely and accurate management of contract processes of all funding and stakeholder agencies including coordination of reporting requirements with relevant staff and stakeholders.
- Coordinate evaluation and acquittal requirements on all funded projects.
- Maintain current knowledge of all reporting requirements and performance criteria of relevant funding and sponsor agencies.
- Coordinate the completion of Board papers, reports, and minutes for Board meetings in consultation with Executive and Artistic Directors.

### **Research and Support for Income Generation Opportunities**

#### GOVERNMENT FUNDING

- Maintain current knowledge of potential funding sources relevant to organisation and identify opportunities in a timely manner.
- Effective and timely support in the development of funding applications, in conjunction with the Executive Director.
- Research information and ideas to underpin funding applications and business development proposals.
- Assist the Executive Director in the preparation of funding applications as required.

#### COMMERCIAL AND PRIVATE SECTOR INCOME

- Assist the Executive Director and Development Manager in identifying opportunities in a timely manner.
- Assist the Executive Director and Development Manager in the development of all proposals and applications.

### **Financial Management**

- Oversee the annual audits in collaboration with the Auditors and Financial Administrator.
- Administer day-to-day finances including the preparation of staff expense claims for approval, processing of sales invoices in Xero and oversight of physical and online banking including payments and transfers.
- Manage cost control throughout the organisation in conjunction with the Executive Director.
- In conjunction with Executive Director, conduct Profit and Loss analysis and suggestions for improved company performance.
- Identify opportunities for the ongoing growth of Co3 Contemporary Dance.

## **HR Management**

- Responsible for line management of the Office Administrator, casual administrative and events staff, volunteers and interns.
- Support effective staff and contractor recruitment, induction and training as required.
- Preparation of all staff contracts and contractor agreements.
- In conjunction with the Finance Administrator, compilation of all regular payroll, timesheets and contractor payments.

**To achieve these objectives, it is expected that the Business Manager will have the following knowledge, skills and attributes:**

- Proven experience in government grant writing, acquittal processes and contract management
- Leadership skills
- General management experience
- Financial management experience
- Project management experience
- High level communication skills, both verbal and written
- Excellent time management skills
- Tessitura knowledge and experience highly desirable
- Affinity with, and sound understanding of, the Arts sector in Western Australia