

General Manager (Paternity Leave Cover) – Pacific Opera Studio

Salary: Remuneration Package up to \$85,000 per annum incl Superannuation

JOB TYPE: Full-time, employee of company (**Paternity Leave Cover**)

LOCATION: PO office, remote as needed, rehearsal studios and theatres

SUPERVISOR/MANAGER: Board/ Chair

MAIN DUTIES/RESPONSIBILITIES:

The General Manger of Pacific Opera Studio is responsible for the practical, financial and strategic delivery of the Young Artist Program. This includes being present for rehearsals, performances and other events as required.

During Pacific Opera Studio's season period (March – September) rehearsals and performances occur outside of usual 9-5 working hours with a pattern of Monday and Wednesday evenings and Sunday afternoons for rehearsals and various times on weekends for performances. The General Manager is required to attend these rehearsals and performances to manage artists, visiting staff and other processes.

A full production schedule for 2025 will be provided prior to the interview stage for this role.

The General Manager needs to be across the details for events and be able to offer support to artists and staff to ensure the smooth delivery of the Pacific Opera Studio program.

This role includes strategic planning with the Artistic Directors as well as practical management of events and shows.

Operational

- Collate and regularly update all information on artist availabilities
- In consultation with Artistic Director and Producer, schedule call sheet which is sent out to all Young Artists, PO office staff, ED and any other relevant artists and stakeholders
- Work with the Artistic Director and Producer to create planning documents taking into consideration all rehearsals and coaching required for specific events and cross referencing this with all artist availabilities
- Check availability and book venues for rehearsals and events
- Assisting in event delivery through maintaining up to date event booking forms and programs, and sending out artist memos
- Sending all artist offers and contracts, and tracking accepted and declined responses, including audition outcome notifications as directed by the Artistic Director and scholarship acceptance and compliance
- Collating all artist information from a welcome pack, including bios, headshots and repertoire
- Book other artists and organize contracts as required for program delivery
- Pastoral care of staff, artists, volunteers, as required
- Coordinating with volunteers on the working committee to create and manage contracts for artists and other practitioners.

Marketing & PR

Deliver marketing communications activities for the company, including:

- Maintaining traditional, web and social media communications
- Creating pages for new events
- Updating the Young Artist profiles on an ongoing basis
- Keeping event information updated and making sure the latest events are current on the home page
- Managing the newsletter database and creating all newsletter mail-outs,
- Assisting with maintaining social media platforms (Facebook, Instagram, YouTube, and other as appropriate)
- Converting DVD and other video clips to format for YouTube
- Creating and collating program content for events such as images, logos and sponsor information, artistic program, artist headshots and bios, prizes, press releases, advertisements
- Coordinating with PO volunteer Graphic Designer to ensure they have all the information needed to create collateral (including but not limited to Show Programs, Event Flyers, website content, etc)
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- Ensuring all performances are recorded/captured for marketing or future endeavours

Board and Philanthropy

- Assisting the Company Secretary in organisation of board activities including meetings and AGMs, including collation and distribution of required documentation
- Providing Operations Report for all Board members Supporting fundraising events and activities, including:
 - Keeping records of all donations made to Pacific Opera including one off and recurring payments, and maintaining the donations register and website
 - Creating all receipts
 - Processing all monies paid to Pacific Opera by credit card
 - Sending out all invitations to events
 - Processing all payments for donations or tickets
 - Creating and managing the guest lists and collating information on payment type, guest names, special food needs, parking, email, address, phone details
 - Managing raffle and auction prize databases and sourcing all images and logos for programs and website display as required for Chairman's Dinner
 - Creating all the vouchers for the events
 - Managing all money received from silent auctions, raffles, and event-related donations
 - Managing stewardship program for donors/supporters

Financial

Supporting financial activities of the company, including:

- Directed to ensure compliance by Company Secretary with legislative and reporting requirements (ASIC, ATO, ACNC)
- Issuing invoices to keep track of payments
- In conjunction with the Chair, authorising payment of invoices
- Ensuring appropriate records of all invoices and payments for audit purposes, with Treasurer

- Finding, assessing and creating applications to all major funding bodies on behalf of the company
- Seeking new methods and sources of support
- Managing and maintaining an annual budget and budgets for specific events
- Ensuring all standards and obligations are met for current funding methods including all necessary reporting in conjunction with Treasurer

Administration

Delivering administrative support activities for the company, including:

- Formatting letters, vouchers, press releases, and other collateral on PO letterhead
- Document and operational recordkeeping for the company
- Management of the company's phone, internet, utility and rental accounts
- Ensuring software updates are installed on company systems, and that data back-ups are made on a regular basis
- Representative of company at events and externally
- Other tasks as directed

SKILLS & EXPERIENCE:

Qualifications: Degree in arts management or equivalent experience

Experience: Experience in managing the day-to-day operations of an arts organisation

Skills:

- Project management
- Office administration
- Background in music, preferably opera
- Marketing and communications, including content development
- Financial and accounting skills
- Organised and able to meet deadlines
- Work well under pressure and strong skills in prioritizing
- Ability to manage and maintain personal relationships with all stakeholders and donors

PERFORMANCE GOALS:

Maintain compliance with administrative requirements of Company

Provide information to the board as required on activities

Deal with young artists, employees and other stakeholders professionally at all times.

Rehearsals, shows and master classes organised and run to schedule

Social media and website is up to date and reflects the season and young artists