



SEEKING EXPRESSIONS *of* INTEREST

FOR THE ROLE OF

— General Manager —

NEW PLYMOUTH OPERATIC SOCIETY

Are you a theatre lover with a sound knowledge of business management? ... this is your DREAM ROLE!

New Plymouth Operatic Society has been producing shows for the audiences of Taranaki since 1952. It's become big business, and our organisation is evolving.

We have a fluid Strategic Plan which gives us a roadmap for the next 5 years, and some ambitious goals to be the home of Musical Theatre in Taranaki.

We're looking for a General Manager to work alongside a supportive and engaged Board of Management, to help us navigate our next stage of growth and execute our Strategic Plan.

The successful candidate will oversee all daily activities, lead staff and contractors, maintain and build our volunteers and membership base. They will manage financial budgets, build revenue streams and secure funding sources, identify educational opportunities, and build our profile through policy and robust communication channels, with sound business goals to improve our overall business functions.

Taranaki is a vibrant and thriving region, offering an affordable, enviable lifestyle. It was awarded World's Most Liveable City and Sunshine Capital of New Zealand in 2021, and with a vast natural playground of mountain, surf and sun, Taranaki provides a work-life balance like no other.

So what are you waiting for? Join us!

For a full job description and list of duties, visit our website: www.npos.co.nz/joinus

Applications should be emailed to: npos@xtra.co.nz by 20 December 2022



vision.

Enriching Taranaki communities through Musical Theatre

Whakarangatira i ngā hapori e te whare tapere o Taranaki

mission.

To be the home of Musical Theatre in Taranaki

Providing a sustainable and inclusive environment for our community.

Delivering high quality shows, education and providing creative opportunities.

values.

Passion - We love what we do

Enjoyment - Having fun with like-minded people

Community – We are connected

Family – a sense of belonging in a safe and inclusive environment

General Manager Position Job Description.

POSITION PURPOSE:

Oversee all daily activities, lead staff and contractors, maintain and build volunteer and membership base. Manage financial budgets, build revenue streams through funding sources, identify educational opportunities, build profile through policy, robust communication channels, and sound business goals to improve our overall business functions.

REPORTS TO:

Board of Management. Expenditure delegation before Board approval is required.

DIRECT REPORTS:

Two permanent staff, casual costume team, Custodian, Volunteers and Members.

KEY RELATIONSHIPS:

Internal:

Board of Management
Contracted Staff, Volunteers and Members

External:

Musical Theatre New Zealand
Show Consortium Partners & Rights Holders
Auditors, Accountants, Cleaners
Ticketing Agents [Ticketek]
TSB Showplace - NPDC
Community Theatre Companies
NPOS Sponsors & Funding Sources
Charities and Grant Organizations

KEY ACCOUNTABILITIES:

- Lead & oversee daily activities, contracted staff, contractors and volunteers
- Manage Financial budgets
- Identify and build revenue streams
- Secure funding sources
- Maintain/create policies, in line with goals
- Maintain a Healthy and Wellness environment
- Effective timely communication with the Board
- Prepare reports for the board and annual AGM
- Attend Board meetings.
- Identify/enable opportunities to fulfil items in our strategic plan
- Member Communications

- Maintain website, social media, member database
- Ensure best practice employer obligations and legislative requirements are fulfilled, particularly to all key relevant legislation
- Liaise with organisers using the facility to ensure delivery of a successful event.
- Assist in the planning and implementing of functions and sponsor activities ie. KH Spear

KEY PERFORMANCE INDICATORS:

- All activities delivered to a high standard
- Strategic goals being achieved
- Secure revenue streams and up-to-date accounting practices
- Board of Management, Staff, Volunteers and Members are well informed
- All statutory and legal obligations are being met
- Displaying enthusiasm determination tenacity and persistence to achieve results

CORE COMPETENCIES:

- Ability to work autonomously
- Works collaboratively with others to enhance and develop positive relationships
- Provides clear direction, sets appropriate standards of behaviour and delegates work appropriately and fairly
- Effective performance and delivery
- Maintains cultural and diversity awareness and keeps up to date on issues affecting the community
- High standards of performance and reporting

QUALIFICATIONS/EXPERIENCE REQUIRED:

Experience in a similar role is ideal.

Knowledge of the following is advantageous:

- Small business accounting / XERO
- Experience leading a small team
- Volunteer engagement
- Knowledge of events, performance, theatre, marketing and business planning
- Strategic and goal focus
- Experience in building positive relationships
- Health and Safety and Wellness experience



General Manager Position Task List.

STATUTORY OBLIGATIONS & REQUIREMENTS:

- Maintain compliance with legal, employment H&S, accounting and Statutory compliance
- Health & Safety and Wellbeing monitored and addressed as needed. Maintain a register of incidents and near misses. Raise with the board of management any procedures needed to mitigate any possible accident.
- Ensure all Staff, contractors and hires are familiar with how to exit the building in the unlikely event of an emergency.

Actions > Any incident, accident or near miss must be reported to the board promptly

EVENT DELIVERY (Housed at NPOS facility):

- Ensure all aspects of the event staged at the NPOS rooms are set up and delivered as promised for internal and external hires or guests.
- Post-event inspection to ensure any damage is on charged and all equipment is accounted for.
- Any pre-arranged cost recovery from an event is invoiced promptly

Actions > Invoice any agreed cost or damage

FACILITY MANAGEMENT:

-
- 1.Car park, Equipment, and Facility are managed and maintained
- 2.Liaising with Car Park leaseholders ensuring all requirements are fulfilled.
- 3.Maintain a wait list ensuring the organisation maximises Car park lease opportunities
- 4.Contract management – cleaning, security and other service contracts as and when engaged.
- 5.Ensure building checks are conducted and any small maintenance needs are actioned or quoted.
- 6.In conjunction with the Custodian scheduled maintenance and repairs of the plant as

required.

- Create an Asset Management plan logging current Assets and schedule of depreciation and renewal. Bring to the attention of the board any future expected costs.

Actions > Work with Custodian to activate any maintenance and or repairs

FINANCE:

- Manage and work within the OPEX budget. Forecast and revise OPEX budget 6 months before the new financial year
- Day-to-Day Financial Administration via Data entry into XERO
- Work closely with the Production Manager managing the show budget, enabling accurate current commitment of expenses with the ability to present these as and when required.
- File tax returns as required i.e. GST
- Financial management of Car park leaseholders and invoice as required.
- Prepare Age Balance for the board.
- Ensure invoices are paid on time so as not to incur the organisation's additional charges. Report 1-month overdue invoices to the board of management meeting.
- Forecast expenses for the Boards consideration
- Prepare funding applications from Charities and donor organisations in line with projects, depreciated items and business needs maximising opportunities available in the market.
- Provide Organisation's accounts to the Accountant and the Auditors promptly or as requested.
- Prepare documentation and account summary for the Organisation Annual General Meeting

STRATEGIC PLAN:

- Activate the NPOS Strategic plan. Collaborating with the Board on progress and priority. Discuss with the board any rephrased date goals.
- Ensure reporting mechanisms are set up to track the success of plans

LEADING THE TEAM (Wardrobe, Custodian, Historian, Volunteers and members):

- Develop policies and procedures if and when necessary- Review procedures and policies annually
- Sufficient resource is allocated, including staff, volunteers and equipment
- Collaborate on a task that needs to be achieved and set agreed timelines to complete it. Ensuring the facility is presented as requested for events internal or external
- Provide feedback and guidance to the team
- Ensure the team including casuals and volunteers are trained and have sufficient information to deliver their roles.
- Collaborate with Costume hire to ensure sufficient staff are rostered to cover the Costume hire business hours and staff annual leave. Increasing assistance for outsourcing full show costume hire and recovery of costs as required.
- Build on membership and volunteer base. Creating initiatives, opportunities and value.
- Take time to listen to feedback from the membership and volunteers
- Chair or attend sub-committee meetings

EDUCATION:

- Look for opportunities to upskill the core team and Board of Management.
- Investigate Educational opportunities for youth development, and mentoring of upcoming performers and backstage practitioners.
- Arrange a minimum of one development workshop

MARKETING:

- Collaborate with contracted website developers to ensure the website meets the business needs and is one source of information for members and the public and shows the production team.
- Administer the Facebook pages- Answer questions if applicable.
- Working with Marketing Services to maintain venue brand and positioning in the marketplace.

All communications present the Organisation with a positive outlook and are in line with the organisation's Mission and Values.

BUSINESS DEVELOPMENT:

- Ensure all stakeholder relationships are developed and nurtured at the appropriate levels
- Build a relationship with schools, community groups and other societies.
- Actively network in the Arts community.
- Be innovative and Identify growth opportunities.
- Audience Development/Fan Engagement ensuring the Organisation builds a viable audience.
- Survey our members as required.
- Survey other Arts, performance, and dance organisations to see if we are on track with our strategic plan. Or arrange a Hui to gain the same information
- Survey shows attendees to measure our success.
- Accessibility – ensuring the venues are accessible for all the community both physically and with content. (program)
- Look for Opportunities for Members and Organisation sponsors to dive into engagement for both parties.
- Maintain the volunteer database and drive membership.

REPORTING:

- Health and Safety incidents within 24 hours or instantly in the event of a serious incident.
- Weekly Verbal report to the NPOS President.
- Monthly written report to the Board of Management.
- Monthly Operations budget report.
- Monthly subcommittee report (abridged)
- Production budget report always up-to-date reporting when required.

MISSION AND VALUES:

- Be an advocate and live and breathe for the organisation's Mission and Values

GENERAL DUTIES:

- Any other duties deemed to be necessary by the NPOS Board of management.
- The Task list will be reviewed annually by the Board of Management.

