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| Position Description: | General Manager |
| Work Type: | Full time with some flexibility for events and performances |
| Accountability: | Accountable to the Touch Compass Dance Trust Board |
| Working relationships: | With the Board; the Artistic Director; key stakeholders and funders; project partners |
| Responsible for: | All staff and contractors |

Touch Compass is New Zealand's leading professional inclusive performance company – an inter arts organisation that goes beyond envisaging a seamless society, to actively creating one.

The vision of Touch Compass is to shift perceptions, empower participants and inspire audiences. Our mission is to deliver quality, inclusive, performing arts and training.

We work creatively with world-class choreographers and directors to collaborate with disabled and non-disabled performers to draw out narratives that challenge perceptions about what performance is and who can do it.

Touch Compass also runs community, youth and tutor training, providing professional development to aspiring performers.

Our live performances, film, digital, site specific work and collaborations act against barriers to reach diverse audiences. By continuously moving beyond difference, Touch Compass encourages society to do the same.

The role of the General Manager is to lead the work of the Company, ensuring the vision is upheld and the artistic programme is supported.

General Manager key responsibilities

Strategic

- Develop and carry the vision and strategy for the company in association with the Artistic Director and the Board
- Ensure that all activities are in line with the agreed strategic plan
- Build effective and productive relationships with funding bodies, trusts, foundations, potential sponsors and partners, especially CNZ
- Lead and facilitate the staff team, building relationships, encouraging teamwork with a focus on a positive and proactive organisational culture
- Support the work of the Artistic Director in developing and sustaining an artistic vision and ensure the support of artistic projects

Management and operations

- Develop, update and implement the rolling three-year business plan with particular reference to the financial implications associated with planning and programming decisions
- Monitor the progress and implementation of the business plan, providing analysis and recommendations to the Board
- Oversee and support all staff, contractors and volunteers, through supervision, meetings and appraisals
- Manage specific projects and budgets in partnership with the Artistic Director
- Negotiate and prepare contracts
- Run regular Work In Progress (WIP) team meetings to foster a collaborative team environment
- Ensure that the company's base is adequately maintained, serviced and staffed to provide a safe and secure working environment for all users
- Lead on matters related to Health and Safety, ensuring codes of practice are followed, risk assessments are regularly undertaken and incidents reported
- Lead responsibility for matters related to the provision of IT services, finance and insurance

Communications

- Lead the branding, marketing, sponsorship and public relations activity for the organisation
- Work with team to develop social media content calendar – ensure content posting

Finance

- Develop a fundraising strategy and the preparation of funding applications and reports, keeping up to date with all reporting requirements
- Ensure income generation targets are realistic, and develop strategies to achieve them
- Manage the organisation's financial systems and maintain effective monitoring and reporting procedures, that are transparent and timely.

- Ensure that budgets are prepared (in consultation with colleagues) for presentation to the Board
- Ensure that all financial data for internal and/or external presentation/submission is prepared (by the accountant) accurately, timely and presented as requested

Human Resources

- Oversee all recruitment, ensuring equal opportunities policies are followed, and that appropriate contracts/terms and conditions are in place and issued (including noting any conflicts of interest)
- Maintain the Staff Handbook alerting all members of staff to any changes in policy or conditions of employment
- Manage the company appraisal system and any associated training/professional development opportunities and issues

Legal compliance

- Ensure that all relevant legislation and regulations are adhered to throughout the company and its base (including Employment, Health and Safety, Privacy, Human Rights, Charities Act).

Board

- Attend all Board meetings and provide written reports to the Board a week ahead of each meeting.
- In collaboration with the Chair, prepare the agenda, and organise the taking and distribution of minutes
- Lead on the preparation/liaison with the company auditors and the Board in the presentation of annual accounts

Person specification

- Able to develop and carry a vision
- Experience in the leadership and facilitation of a team
- A collaborative style of working
- An understanding or experience of disability and commitment to diversity and equal opportunities
- Experience in a not for profit environment
- Enthusiasm for contemporary arts including dance
- Experience and success in funding and sponsorship
- Ability to establish and maintain positive relationships with internal and external stakeholders, funders and sponsors.
- Strong financial management knowledge and experience
- Ability to manage projects and events
- Proven track record in meeting income targets, maintaining control over costs
- Experience of negotiating and preparing contracts
- Knowledge of best practice in governance and the requirements of working with a Trust Board.