



# Executive Director / Co-CEO Arena Theatre Company

## POSITION DESCRIPTION

Title:	Executive Director/co-CEO
About Arena:	<p>Established in 1967, Arena Theatre Company is one of Australia's longest-running producers of theatre for young people. The Company is powered by the twin drivers of audience and art – creating inspiring live performance known for genuine engagement with young people.</p> <p>Commencing in 2018, Arena will relocate to Bendigo, and become a resident company in the Capital Theatre complex. This permanent relocation will allow Arena to work with local artists and audiences, develop and premiere new work, bring national and international collaborations to the region, and deliver high quality innovative arts programs to schools.</p>
Position summary:	As Executive Director, you will develop and implement Arena's strategic plan, oversee the company's operations and produce Arena's artistic program. Working with the Artistic Director as co-CEO, you will lead a small dedicated team of staff, freelance creatives and contractors to enhance the Company's national and international reputation for excellence.
Position type:	Full time, ongoing. This role is based in Bendigo.
Salary range:	Arena will offer a remuneration package to the successful applicant consistent with our position as a leading Australian and Regional theatre company.
Accountability:	The Executive Director reports to the Arena Theatre Company Board of Directors.
Other:	Travel including intrastate, interstate and international is required in this position.

### **Specific Duties:**

- Develop and implement the Company's Strategic Plan, in collaboration with the Artistic Director and Board.
- Oversee the Company's annual program including actively developing new markets and co-ordinating the company's touring commitments.
- Develop and manage stakeholder relationships with Local, State and Federal Governments, presentation and education partners, sponsors, donors.
- Drive income diversification for the Company including strategies around private giving, corporate sponsorship and business development.
- Be an active spokesperson and advocate for the Company.
- Strengthen partnerships with venues, festivals and other theatre companies - with a view to securing co-commissions, co-productions and tours of Arena productions.
- Lead and manage Arena's people.
- Oversee the financial management of the Company including the maintenance of efficient and effective financial systems and controls, the preparation of budgets, and delivery of internal and external financial reporting.
- Develop and implement marketing and communications strategies that assist in solidifying the Arena brand nationally.
- Work in partnership with the Artistic Director on the preparation of submissions and reports required by funding agencies and key stakeholders.
- Attend relevant industry events (opening nights, forums and conferences, workshops, etc).
- Contribute to the Company's program and the development of initiatives that maximise audience potential, further the public profile and image of the Company.



## KEY SELECTION CRITERIA

The Executive Director must demonstrate:

1. Experience in similar roles in a leadership position.
2. Experience in advocacy roles, including high level stakeholder engagement with all levels of government, business, and partners.
3. High-level oral and written communication skills including the ability to negotiate with, and influence, a variety of stakeholders.
4. Experience in producing successful, innovative creative projects.
5. Proven experience in delivering funding through government, philanthropic trusts and foundations, corporate partners and individual donors.
6. Established professional network among artists, companies, funding bodies and relevant key stakeholders, preferably within the Bendigo region or in regional Victoria.
7. Experience in financial management of operational and project budgets.
8. Understanding of the governance requirements of a Chief Executive Officer role, including reporting to a Board of Directors or similar.