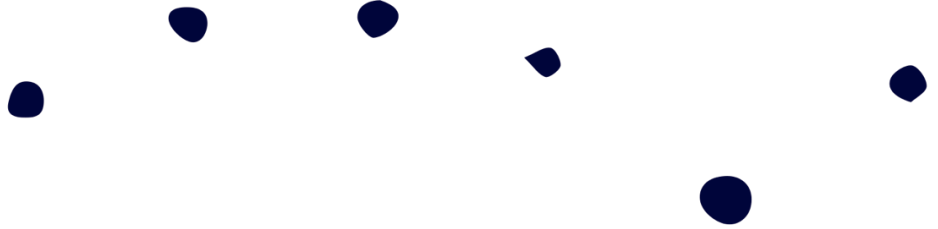


## POSITION DESCRIPTION



### CO-CEO EXECUTIVE DIRECTOR

#### ABOUT DANCENORTH

As a major champion of the arts in regional North Queensland Dancenorth balances a dynamic regional presence with a commitment to creating compelling contemporary dance that tours the globe. Led by Artistic Director, Kyle Page, Dancenorth is an integral part of the Australian dance ecology making a significant contribution to the dance sector and building literacy around contemporary dance nationally.

Dancenorth is fast becoming one of Australia's leading contemporary Dance Companies having presented work under Kyle Page's Artistic Direction (since 2015) in over 11 International Arts Festivals and venues around Australia and the world. As a model for making outstanding art in a regional community, Dancenorth has received several accolades including; Australian Dance Award (Best Community Dance Award), a Greenroom Award (Best Ensemble *If\_Was\_*) and two Helpmann awards for the MFI Commissioned work *Attractor*, (Best Dance Production and Best Choreography in a Ballet, Dance or Physical Theatre Production) along with numerous other nominations.

Dancenorth empowers and supports artists by providing a creative hub for many artistic voices including a diverse range of choreographers, guest collaborators, artists in residence and dancers. Alongside our professional ensemble and touring productions sits an equally vital pillar of focus, the Enrichment Projects. Dancenorth works with diverse and minority communities across Queensland using dance to support, enhance, inspire and heal - bringing communities together.

#### MISSION

Through the universal language of dance we enrich lives. With bold creative collaborations, adventurous story telling and ambition, we enable a reimagining of our world.

#### VISION

Regionally Proud,  
Nationally Respected,  
Internationally Desired.

#### Dancenorth seeks an Executive Director who is:

- An inspirational leader with powerful interpersonal skills; someone who can inspire, internally and externally, and who can collaborate, mentor, and delegate
- A compelling, persuasive and effective communicator

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PO BOX 1645

## POSITION DESCRIPTION

- A willing, talented, and tested fundraiser who is comfortable asking for money and who has the ability to build and maintain long-term relationships with the Board and supporters.

This exciting role is based in Townsville, Queensland. Townsville is the largest city in Northern Australia and is in the midst of transformation, with 62 new infrastructure projects currently underway. With 300 days of sunshine a year, Townsville has a relaxed tropical lifestyle coupled with a vibrant city life.

### Position Objectives

Reporting to the Dancenorth Board, the Co-Chief Executive Officer: Executive Director (co-CEO ED), is accountable for the development and implementation of the company strategy in partnership with the Co-Chief Executive Officer: Artistic Director (co-CEO AD).

The position has co-accountability for a company budget of approximately \$2 million and a company team of employees and contractors.

The position is directly responsible for the production of all Dancenorth programs and compliance in accordance with the company strategic plan while promoting Dancenorth's values:

- \* Fearless creativity
- \* Diversity and inclusion
- \* Reciprocal collaboration
- \* Commitment and passion
- \* Authenticity and excellence
- \* Counter urban vitality

This is a high profile public position that requires strong leadership and engagement of the company team, Arts industry and media.

Jointly, the Co-CEO positions foster a culture of inclusiveness and engagement within the company to create an environment that values people and their contribution to the success of the company.

### Working Structure

In undertaking the duties of this position, the Co-CEO Executive Director will be required to work in direct co-operation with all Dancenorth personnel and stakeholders including:

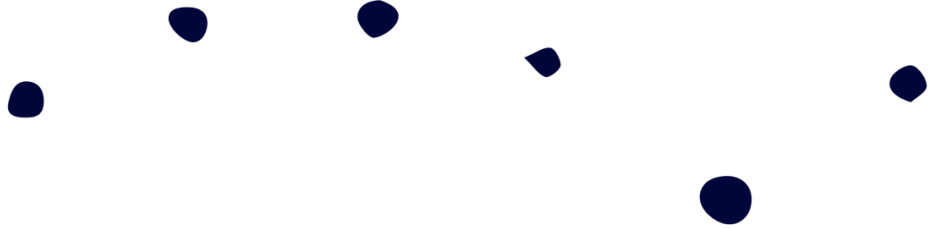
Dancenorth Board and Co-CEO Artistic Director, Dancenorth Company, Producers, Presenters, Agents, Dance and broader Arts industry, Funding bodies, Sponsors and partners, Philanthropic donors, Audience Members, Media/PR, Community organisations, Dancenorth members, Government (Local, State and Federal).

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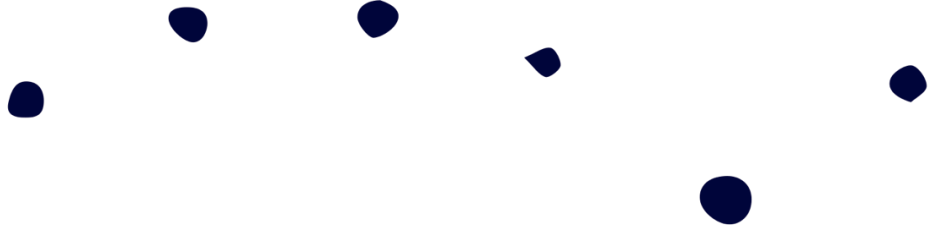


### Accountabilities and Key Duties

- Development and delivery of the company's strategic plan ensuring alignment of Company vision with achievable outcomes.
- Development and implementation of the Master Schedule of work presented locally, regionally and internationally.
- Manage delivery of annual program of presentations and build new audiences at a local, national and international level.
- Strengthen the Company's external relationships with audiences, partners, industry and professional bodies, developing strong partnerships and relationships at the highest level with all stakeholders, through a collaborative and inclusive approach.
- Undertake high level negotiations with stakeholders to enable best production, financial and creative outcomes for the Company in a competing industry market.
- Develop Company brand management through multi-platform marketing programs and market research and evaluation processes.
- Manage and build the Company's financial sustainability via a diversified funding and revenue base: Government, non government, private giving, sponsorship and new entrepreneurial opportunities.
- Management of all contracts including staff, contractors, venues, presenters, commissioning agents, funders.
- Management and leadership of staff including regular performance discussions and provision of professional development and policy review.
- Development of a workplace culture that values collaboration, accountability and safety, and that encourages individuals to provide quality services on behalf of the company.
- Provide executive services to the Dancenorth Board and Finance and Sub-Committees on strategic issues including financial management and reporting, company resourcing, produced works and programs, and all compliance matters such as OHS.

The position has the following requirements:

- After hours work
- Requirement to travel nationally and internationally



## Key Selection Criteria

The below key selection criteria outline the capabilities required for the position.

### Knowledge and skills

- Extensive Arts industry leadership experience as a company administrator and/or arts producer of a senior position
- Demonstrated success in a creative environment in balancing day to day demands as well as focusing on long term strategic objectives.
- Extensive experience and track record in effectively leading and managing highly visible professional performing arts programs in an enabling, consultative and supportive company culture.
- Experience in developing and delivering strategic community programs.
- Constructive stakeholder and community relationship management, with a strong focus on influencing and negotiation capability, to recognise, identify and manage a range of complex and often competing needs and priorities.
- Demonstrated experience in successful financial management of complex budgets.

### Behavioural competencies

- Quality people leadership and management skills with demonstrated ability to listen to others, identify their needs, and coach through clear direction and guidance.
- Lead by example to effectively build company capability and performance, and allow individuals to deliver on their work accountabilities and commitments.
- Proven conceptual, analytical, strategic and creative thinking skills with an innovative approach to excellence, goal achievement and workable solutions - outcomes focussed rather than process driven.
- Exceptional collaborative, communication and interpersonal skills, including demonstrated capacity to manage stakeholders and conduct complex, influencing internal and external environments to achieve successful outcomes.
- A collaborative leader that generates and supports excellence, achieves goals, collaborates and creates a robust and resilient environment to support the company strategy.

### Specialist/technical knowledge

- A tertiary qualification, preferably in an Arts related field and/or in a Business Administration or Management discipline would be advantageous.



## POSITION DESCRIPTION

- Extensive knowledge and experience of arts funding, sponsorship and philanthropic engagement, and strategic planning is advantageous.

### Making an Application

Please forward your application **by Monday December 11, 2017** including:

- Your CV
- A letter addressing each of the Key Selection Criteria individually, and your reasons for wanting to work with Dancenorth
- Contact details for two professional referees

Mark your application CONFIDENTIAL and address to:

Jan Pool

Dancenorth Chair

[chair@dancenorth.com.au](mailto:chair@dancenorth.com.au)

For further information, please contact (07) 4772 2549

**CLOSING DATE: Monday DECEMBER 11, 2017**

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**Appendix A: Position Description co-CEO shared responsibilities**

The below identifies key co-CEO shared responsibilities to be delivered by both the Artistic Director and Executive Director.

- Develop and deliver the company's Strategic Plan to ensure company longevity;
- Develop and deliver ongoing organisational funding;
- Establish audience development strategies that increase the reach and impact of the company;
- Develop and profile a positive Dancenorth brand and reputation;
- Strengthen external relationships with stakeholders including funding agencies, dance sector, and local interstate and international venue presenters
- Publicly represent Dancenorth and tour with the company as appropriate;
- General budget and resources management;
- Develop an effective and productive company workplace culture;
- Recruitment of vacant key company positions;
- Manage long term company infrastructure and accommodation needs;
- Ensure full legislative and regulatory compliance on matters relevant to the company;
- Manage governance and company board matters including relevant and transparent advice to the board.