

Position Description
Created March 2024

Managing Director

Position	Managing Director
Reports to	Chair of the Board and the Board of Directors
Direct Reports	RTO Manager Program Manager Marketing and Memberships Manager Advising Consultants Bookkeeper
Indirect Reports	Dance RTO Administrator Digital and Social Media Coordinator Dance Development Officer Dance Educators Contractors and subcontractors Volunteers (non-board)
Key Interfaces	Board of Directors Staff Contractors, interns, and volunteers Funding bodies, donors, and sponsors RTO Partners, trainers, students Members Ausdance National Network Youth Dance Australia Advisory committees Programming partners Industry peers
Days	Negotiable across Monday - Friday
Hours	Part-time 22.5 hours per week (Negotiable)
Salary	\$95k (Pro-rata FTE)
Location	Work-from-home with regular in-person workdays (negotiable) Meeting / event locations required
Position Type	Fixed term to 31 December 2025 in alignment with funding cycle - Inclusive of a 6-month probation period - Expectation of renewal, pending funding

Ausdance VIC

Ausdance VIC (AV) is the peak body for dance in Victoria and Australia's leading dance-specialist Registered Training Organisation (RTO).

Whether it's innovative dance education projects, training opportunities, workforce and professional development, resource building or policy representation, we're here to support our members and the broader sector and are committed to nurturing and promoting the art of dance.

As the Creative Victoria funded service organisation for dance, we represent the interests of a wide range of stakeholders, including independent dance artists and teachers, companies and ensembles, the education sector, dance studios, and the community.

Following in the footsteps of Ausdance National, who succeeded in adding Dance to the national curriculum, we remain the subject association for dance in Victoria, consulting on curriculum reform and delivering curriculum-aligned dance education programs to primary and secondary schools.

Ausdance VIC RTO partners with secondary and tertiary schools and studios to deliver our highly-regarding accredited training programs across Australia. We provide students with the technical and performance skills, knowledge, and attitudes to begin the process of establishing a career within the dance or entertainment industry. We support teachers by providing comprehensive resources, relevant professional development days, mentoring, and an expansive network of dance teachers as support.

Ausdance VIC RTO has the scope to deliver:

- Dancing Teaching Skill Set (CUASS00015)
- Certificate II in Dance (CUA20113)
- Certificate III in Dance (CUA30113)
- Certificate IV in Dance Teaching and Management
- Diploma of Dance (Elite Performance)
- Diploma of Musical Theatre
- Creative Ageing Through Dance Teaching
- Accredited Skill sets

Our Vision

Our vision is to be the leading force in dance education and learning in Victoria. Through advocacy, education, training, and representation, we empower dance students, educators, artists, choreographers, and organisations — creating a future where every dancer can flourish. We support the evolution of dance and have the courage to think in decades, not days.

Our Mission

We develop inclusive education, training and professional development programs that create sustainable career pathways and meaningful industry partnerships. We shape policies that nurture lifelong learning and connect communities.

The Role

AV is currently seeking a visionary and dynamic individual to fill the role of Managing Director. You will be responsible for leading, managing, and growing AV as a peak body and RTO. Reporting directly to the Board, this pivotal role offers an extraordinary opportunity to enhance our commitment to dance and deliver outstanding advocacy and education outcomes for all dancers in the state.

We are on a quest for someone who embodies our values and is ready to steer AV towards new horizons. We are looking for a forward-thinking executive leader who loves dance and is passionate about advancing and delivering dance education.

We understand that meeting all the requirements within a Key Selection Criteria may be unrealistic when the role is as broad and diverse as this one is, however, if you have senior or executive management experience within a commercial or non-profit organisation, coupled with an interest in standing up for others, creating a brighter future for the dance sector and are academically minded, this may be the position for you.

This is a part-time role that requires 22.5 hours per week (flexible according to your schedule), working predominately from home with some offsite meetings and event attendance required.

Key Accountabilities & Objectives

Lead and deliver the 2022 - 2025 strategic plan including, vision, mission, and goals, along with strategic objectives, strategies, actions, and key performance indicators (KPIs)

Operationally lead on developing, implementing, and overseeing Annual Business Plans relevant to each department within the organisation. Monitor, evaluate and report to the Board of Directors on all operational activities (ensuring KPIs are achieved).

Full accountability for the RTO, including executive management, expert lead in education, compliance, and growth.

Responsible for the financial outcomes of the organisation with five reporting periods a year. Including creation of, and, delivery of the organisational wide budget approved by the Board of Directors, management of accounts payable - receivable, management of payroll, oversight of BAS and IAS as well as an annual, external audit.

Management of all Human Resources within the organisation including policy development - oversight - upkeep. Staff training, inductions, professional development, performance management, leave management, OHS management and reporting, Worksafe reporting and risk mitigation.

Be the voice and advocate for the advancement of dance and dance education within Victoria in alignment with the needs of our members, the sector and strategic plan.

Drive fundraising, funding and philanthropic endeavours for the organisation and the sector. As a non-profit, you will actively seek out opportunities to grow investments within the organisation and within our state.

Abide by the AV constitution and contribute to ensuring the organisation meets all governance requirements in line with the ACNC.

Ensure the long-term security and stability of the organisation.

Create a work environment that is supportive, empathetic, motivated, and driven by success. Foster and develop a workplace that is happy and supports career progression in a holistic manner.

Specific Duties

Business Development

- Develop and implement service models and business cases which support AV's financial objectives, including the generation of earned income.
- Design, implement and monitor strategies for the generation and diversification of AV's revenue streams.
- Design and lead and/or direct and oversee funding applications for government and philanthropic support for AV's core funding, funded programs and projects.
- Achieve AV's fundraising and development goals.
- Grow AV's RTO by engaging with new partners, building relationships, scoping partnership arrangements and ensuring AV remains the industry leader in Dance education.

Organisational Management

- Coordinate organisation-wide planning and evaluation including personnel engagement and operational delivery.
- Analyse and respond to relevant government and sector policy discussions.
- Manage all Board interactions including appointments, inductions, scheduling of board and subcommittee meetings, and the timely preparation of board papers.
- Initiate new procedures and systems where necessary for operational efficiency.
- Attend AV events and activities, as well as relevant industry events.
- Manage:
 - The development of company policies and procedures and ensure adherence to the same.
 - Correspondence and provide timely and accurate reports to meet requirements of relevant regulatory bodies.
 - The development, implementation, and monitoring of AV risk management framework including workplace health and safety compliance.
 - Information and central filing systems, including staff and board records, and company archives.
 - Insurance needs
 - ICT needs (including capital, licensing, and software)

- All contracts on behalf of av (including intellectual property, venue rental, service provision, leases, etc.)
- The organisation's physical assets

Financial Management

- Develop operational budgets for ratification by the Board
- Manage the relationship with AV's contract bookkeeper to ensure they:
 - Process all financial transactions including accounts receivable and payable.
 - Process routine general ledger journals.
 - Process and calculate payroll, employee entitlements, PAYG and superannuation remittances.
 - Manage regular bank reconciliations for all accounts.
 - Compile regular BAS statements.
 - Generate regular financial reports and annual statutory financial statements.
- Process payroll, process superannuation and process accounts payable through XERO accounting.
- Maintain general banking duties including deposits, e-commerce processing, collection of cash floats, and purchase of international bank drafts as required.
- Monitor accounts receivable.
- Prepare financial reports to support acquittal of funding by key stakeholders.
- Oversee adherence to all financial policies and procedures, ensuring internal controls (including authorisations and financial delegations) are met.
- Manage the annual audit process and support the auditor as required.
- Prepare for and attend all Finance and Audit meetings, ensuring all actions arising are undertaken in a timely fashion.

Relationship Management

Maintain existing, and develop new, relationships with funding bodies, member organisations, partner organisations, venue partners and stakeholders to advance AV's strategic objectives.

Manage relationships with local, national, and international stakeholders, funding and venue partners, including attending meetings when required.

Maintain positive working relationships with all artists and production personnel working as part of the AV program.

People Management

- Oversee the selection, recruitment, and induction of all personnel (including volunteers and interns), ensuring AV processes comply with relevant laws and regulations, as well as AV approved policies and procedures.
- Management and supervision of Direct Reports, including regular meetings, coaching, conducting annual performance reviews, and developing professional development plans as appropriate.

Program Management

Lead AV staff to:

- Prepare, scope and administrate budgets for programs and projects.
- Prepare project plans for AV's program and projects.
- Support the effective and successful implementation of AV's programs and projects.

Marketing, Communications and Public Relations

Oversee the work of AV's Marketing and Communications team to:

- Develop and implement AV's strategic marketing and communications plans.
- Manage AV's corporate image, online presence, and public relations.
- Procure and service members.
- Represent AV to media, other arts organisations and major stakeholders as needed.

Board Liaison

- Present written Management Reports on AV's operations, identifying key issues, successes, and challenges, to the AV Board
- Develop strong working relationships with the Board of Directors and its associated sub-committees.
- Ensure good governance is delivered through the Board meetings, AGM and general workings keeping in line with AV's constitution.

Selection Criteria

AV proudly supports an environment of equality and strives toward un-biased recruitment. Your gender, age, sexuality, cultural background, accessibility requirements or any factors not pertaining to your qualification for the role will play no part in the selection process.

Education & Qualifications	Required	Preferred
Postgraduate, Masters or PhD degree		X
Degree in Dance - Nationally accredited or syllabus accredited		X
Cert IV in Training and Assessment		X
Working with Children Check (can be completed prior to commencement)	X	
National Police Check (can be completed prior to commencement)	X	
Proof of solvency (can be completed prior to commencement)	X	
First Aid		X
Knowledge & Professional Experience	Required	Preferred
5+ Years as an Executive manager or Senior manager in a commercial or non-for-profit organisation	X	
3+ Years experience leading cross department teams	X	
Experience delivering organisational strategic goals and KPIs	X	
High level experience in securing state and/or federal funding (ideally within the arts sector, but not mandatory)	X	
A solid understanding of the Dance sector in Victoria and the many genres, styles, industries, syllabus organisations, performing companies, small to medium, large arts organisations that make up our sector	X	
Good understanding of corporate governance and non-for-profit regulations	X	
Good understanding of Registered Training Organisation functions and management needs	X	
High level experience with financial management and software - XERO	X	
High level experience in Human Resource management functions	X	
Lived experience as a creative professional (i,e a dancer, performer, choreographer, dance educator, director)		X

Experience delivering live events (either productions, festivals, performance days, competitions, medal days, industry days, tours etc)		X
Experience working with, or leading, marketing campaigns across digital, social and paid media		X
Understanding of how a membership based organisation operates		X
Experience in philanthropy and/ or fundraising		X
Experience in Business development, advancement and growth		X
A good understanding of Dance pedagogy in any field		X
A good understanding of Youth dance or Youth arts		X
Experience working with regional and rural communities		X
Experience in occupational policy writing and implementation		X
Tech savvy with modern software, applications and computing systems		X

Why Join Us

At Ausdance VIC you will be part of a small, hard-working team who are all passionate about the arts and entertainment industry. The role offers a great opportunity to shape the future of dance, nurture talent, and create opportunities for all.

You'll get:

- Hybrid role working from home and various offsite locations
- Flexible working arrangements
- Professional development opportunities

Ausdance VIC proudly supports a safe work environment for people of all cultural backgrounds, abilities, ages, sexualities and gender identifications.

This role could be successfully fulfilled by a person who requires accessibility support due to its hybrid nature. The organisation will provide the successful candidate with any specialist equipment needed to succeed. If you are applying for this role and require any assistance, please email victoria@ausdance.org.au

If you identify as First Nations, Aboriginal, Indigenous or Torres Strait Islander and wish to view our Cultural Safety Policy prior to applying, please email victoria@ausdance.org.au

Employment Conditions

Initial contract to 31 December 2025 which may be extended, dependant on funding, with a 6-month probation period. Part time (22.5 hours per week), salary \$95,000 FTE pro rata equivalent per annum plus super (paid in addition to wages at the legislative levels).

The position will receive the pro rate equivalent of four weeks' annual leave and sick / personal leave, calculated upon 10 days' sick leave per year for a full-time position.

Standard office hours are between 9am-6pm, Monday to Friday but, given the nature of the role, out of hours work, including attendance at evening and weekend events, is required from time to time. Interstate travel may also be required.

Recruitment Process

Step 1: Provide your CV and a cover letter. To be considered, the cover letter must include:

- A brief statement outlining why you are excited about this role
- A brief overview of how you personally align with our organisational mission
- Brief responses to the Professional Experience Key Selection Criteria
 - *We understand preparing these three requests in a reduced capacity can be difficult, but try to keep this within three pages*

Step 2: Suitably qualified candidates will be shortlisted and invited to attend an interview with the Interim Executive Director and the Chair of the Board

Step 3: Successful candidates from this process will be invited to attend a final interview with; The Chair of the Board, a Board committee member, a sector member, and an external advisor. This interview will require candidates to prepare a ten-minute presentation on a particular topic to be presented in the style of an advocacy meeting with government.

The successful candidate will receive:

- One month handover with the current Interim Executive Director
- Induction to the Ausdance Network and Ausdance history
- Induction into our Registered Training Organisation
- Personal introduction to our funding partners, industry partners and committees
- Professional development, for any skill development required to meet the needs of the role
- Flexible working arrangements
- Autonomy and trust with organisational management
- Ongoing support by the Board of Directors and trusted advisors

How To Apply

Please apply with a resume and cover letter addressing the selection criteria through [SEEK LINK](#)

If you would like to have a confidential discussion about the role, or if any part of the recruitment process presents a barrier for you, please contact manager.vic@ausdance.org.au

Applications will close 5pm, 12 April 2024.

- Given the pivotal nature of this role, we will be assessing applications and holding interviews on a rolling basis. A suitable candidate may be appointed prior to the above stated application period closing.