

Queenscliff Music Festival Inc.

Position Description



Title	Administration Manager
Location	29 King St Queenscliff Victoria
Reports To	QMF Board
Direct Reports	Financial Assurance Officer
Employment Period	This is a part-time ongoing role
Remuneration	<p>The role will require some flexibility in working hours to reflect the workloads leading up to, during and post the major event, the Queenscliff Music Festival held on the last weekend in November. The role will also support flexibility for working from home.</p> <p>It is expected this role will average 0.5 FTE (2.5 days per week over the course of the year).</p> <p>Salary and final hours negotiable, with reference to the Live Performance Award rates</p>
Document Date	February 2023

POSITION PURPOSE

- Provide high level governance oversight of QMF Inc. operations through financial and administrative support to QMF Inc., including acting as the main conduit between QMF Inc. operations and the QMF Inc. Board.
- Work cooperatively and collaboratively with the Board and staff to develop and enhance governance measures including financial and business planning, risk management, grant acquittals, monitoring of performance, ensuring consistent quality reporting from all staff as required, and the development and implementation of policies.
- Provide assurance to the Board that QMF Inc. is meeting its obligations and progressing agreed goals and objectives.
- Work cooperatively with the QMF Inc's Executive Producer to secure grants, and sponsorship.

ORGANISATIONAL CONTEXT

Queenscliff Music Festival Inc. is a not-for-profit community-based organisation. QMF Inc. annually presents the Queenscliff Music Festival on the last weekend in November, as well as producing smaller events throughout the year including an annual concert series at the Queenscliff Town Hall.

After 25 years of operation, QMF Inc. has a sustainable business model that can produce surplus funds to be used to support the development of our local arts community.

Underpinning this success is the engagement of some 400 volunteers who provide a range of services pre, during and post QMF events. QMF Inc is keen to increase the utilisation of the diverse skills of volunteers and increase the volunteer effort from interested community groups, with QMF Inc reimbursing that organisation for their volunteer effort.

A key objective of QMF Inc is the development of a volunteer management plan that builds the volunteer capability of QMF across most aspects of its operations throughout the year, utilising individual volunteers, and community groups seeking to be involved in QMF events.

This objective is linked with QMF Inc building community understanding and recognition of the benefits of QMF Inc. and the establishment of a community-based grants program that utilises the earnings from accumulated funds to advance local arts, cultural and environmental projects.

QMF Inc has developed a three-year plan, an annual business plan and event plans for all events undertaken by QMF Inc.

Vision Statement

QMF Inc. is a creative and socially responsible organisation which engages and fosters the community and arts.

Mission Statement

Queenscliff Music Festival Inc. will:

- Offer audiences unique experiences which are memorable, delivered in style and encourage diversity and inclusiveness.
- Feature the depth and breadth of Australian contemporary artists, foster emerging talent, and embrace special international guests when appropriate.
- Provide events with high quality venues, services, management, and minimal environmental impact
- Generate cultural and economic benefits to the local community.
- Foster and develop community ownership through a well-supported and enthusiastic team of staff and volunteers, and
- Plan for long term sustainability through financial responsibility and good governance.

Values

- Creativity
- Community
- Integrity
- Social Responsibility

Child Safety

Queenscliff Music Festival Inc. is a Child Safe organisation. QMF Inc. will implement all necessary measures to ensure a safe and supporting environment, which endeavours to promote child safe, child friendly practices. All allegations of abuse and safety concerns received by QMF Inc. will be acted upon in accordance with relevant policies and procedures.

Key Relationships

Internal: QMF Inc. Board and Committees, Executive Producer, Event Operations & Production Manager, Client Service Officer, Financial Assurance Officer, Youth Coordinator, and volunteer teams.

External: Borough of Queenscliffe, State and Federal Government Authorities, Event sponsors, and customers.

Responsibilities

Financial Management

- In conjunction with Executive Producer and Operations and Production Manager, plan and prepare QMF Inc. budget, including development of short term & long-term cash flows and associated investment management.
- Develop and implement an asset management strategy including annual stocktake, capital investment plans, asset acquisition and disposal plans.
- Oversight of accounts payable and receivable for QMF Inc.
- Responsible for financial and other reporting to QMF Inc. Board, and government authorities

Government Relationships

- Development of long-term plan for grants, and contribute to grant applications, management, and acquittal.

Administration

- Develop and maintain document control and archival processes that supports single point storage and retrieval of all QMF Inc. documents.
- Oversee the development and maintenance of IT applications, backup, and day to day maintenance.
- In partnership with QMF Inc. Board and Executive Producer recruit, develop and retain QMF staff.

Governance

- Oversee the development of QMF Inc planning documentation including development of strategies, measures, and reporting.
- Develop, maintain, and oversee effective development and implementation of QMF Inc. Policies and procedures
- Ensure the Board is receiving timely and full information to support decision making.

Selection Criteria

Essential

- Demonstrated experience in financial administration, business administration, risk management, planning and strategy development.
- Highly developed conceptual skills and well developed written and verbal communication skills with capability to write successful grant submissions and/or reports
- Knowledge and demonstrable experience in the use of the Microsoft Office suite, Xero accounting and other digital applications to support QMF Inc outcomes.
- Demonstrated interpersonal and leadership skills able to lead a team and work collaboratively with QMF Inc. Board, staff, volunteers, and stakeholders
- Demonstrated ability to achieve outcomes including setting and meeting deadlines.
- Eligibility for Working with Children Check approval
- Demonstrated values that align with QMF Inc. values.

Desired

- Relevant Tertiary Qualification in Finance, Business Administration or other related fields is desirable but not mandatory.

KPI's

100% compliance by QMF Inc of statutory obligations

Development and implementation of annual plan to ensure Board has required input into decision making

Quality timely reports to Board prepared monthly

100% compliance with required acquittals and reports to funding providers

Increased efficiency of document control and storage processes and procedures

Capability Profile

- Leadership
 - Demonstrate a commitment to organisational priorities and values, take personal responsibility, adhere to organisational policies and procedures and uphold confidential information.

- People management & teamwork
 - Approach all staff, volunteers and contractors with respect and consideration, collaborate effectively, and encourage continuous learning.
- Problem solving & decision making.
 - Embrace flexibility and lateral thinking, facilitate solutions, and make decisions based on an understanding of the relevant issues, information, and logical assumptions.
- Influencing
 - Seek to secure support and commitment from key stakeholders through the clear articulation of ideas and opinions and open dialogue, supported by information.
- Communication
 - Actively contribute to a positive and effective work environment through open and inclusive planning, continuous information sharing and transparent work processes.
- Customer service
 - Be accessible to colleagues and stakeholders, work to understand their needs, negotiate outcomes that are acceptable to all parties and deliver as agreed.

How to Apply

Your application should respond specifically to the Position Description and Selection Criteria and include your most recent CV with contact details of three referees.

- Deadline for applications
- Email applications to gpmutton@bigpond.net.au with Admin Manager in the subject heading.

For enquiries please contact;

Geoff Mutton, President QMF Board

0419 375 712

gpmutton@bigpond.net.au