

CAAP Operations Manager

Title	Operations Manager
Work Type	Permanent Part Time (0.6 FTE)
Location	CAAP Office, based at Carriageworks, 245 Wilson Street, Eveleigh NSW 2015
Reports To	Executive Producer
Direct Reports	None
Contract Duration	12 months, including 3 month probation period

Contemporary Asian Australian Performance (CAAP) is the only professional arts company dedicated to making exceptional contemporary Asian Australian work for all audiences. We engender greater cultural diversity in Australian performing arts by producing cross art form theatrical works of the highest quality, in partnership with major festivals and flagship companies. CAAP leads in developing, nurturing and championing Asian Australian artists to take their place on main stages nationally and internationally. CAAP is a resident company at Carriageworks in Redfern, Sydney.

Our mission is to provide a voice for the contemporary Asian Australian experience through live performing arts. **Our vision** is to inspire artists and audiences to demand, embrace and realise the full potential of a richly diverse and inclusive multicultural Australia.

Summary of position

The **Operations Manager** plays a vital role in the company, working closely with the Executive Producer and Artistic Director on the financial, legal, HR and administrative operations alongside an annual program of activities.

Tasks and responsibilities

- Manage the office and its systems in person and online and work with the Admin/Digital Content Coordinator on the smooth running of the office
- Manage relationships with venues for developments, rehearsals and office management
- Manage contract templates and implement internal and external administration systems
- Ensure sound financial planning and management, prepare financial reports in conjunction with the Executive Producer
- Ensure the company meets all business, legislative and funding obligations
- Develop, implement and maintain systems, policies and procedures to ensure an efficient, smooth-running workplace
- Ensure continuous improvement, compliance, and risk management across business operations and company productions
- Work in collaboration with the Executive Producer, Artistic Director and team on funding applications and acquittals.

- Project manage a website and directory update alongside the Admin/Digital Content Coordinator
- Manage and ensure insurances are up to date for company and projects alongside the Executive Producer
- Implementing and maintaining workflow systems across online platforms and in-person communications across the team
- Other duties as reasonably requested by the Executive Producer or Artistic Director

Key Selection Criteria

- Experience as a General Manager or Operations Manager
- Knowledge and experience in financial processes including payroll, accounts payable and receivable.
- Demonstrated experience in organisational financial planning and management.
- Experience in HR processes, recruitment, onboarding and leave processes.
- Experience in administration systems, financial systems, HR systems.
- Excellent organisational and communication skills, with excellent attention to detail.
- Ability to work effectively in a dynamic environment as part of a team and independently and to lead, motivate and manage staff and contractors.
- Highly developed interpersonal, verbal and written communication skills with demonstrated success in working with a diverse range of people.
- Proficiency with Microsoft 365 and Xero.
- Knowledge of the performing arts sector, government funding cycles and reporting desirable.
- An ability to problem-solve, a can-do attitude and confidence working across multiple projects.
- At all times display empathy and respect in internal and external relationships.
- Enthusiasm and commitment to champion Asian Australian artists and their work.

Key relationships

CAAP – Executive Producer, Artistic Director, Admin/Digital Content Coordinator, Bookkeeper, Producers, Artists and Production staff.

Remuneration

\$70,000 - \$75,000 per annum pro rata (0.6FTE) pending level of experience
Plus Superannuation and all entitlements.

APPLICATION PROCESS

Please email a comprehensive CV and a cover letter addressing the key selection criteria above. Send all relevant information to: sandi@caap.org.au by COB Monday 11 March 2024.

Have questions, or have specific access needs to complete the application? Please contact Sandi Woo on the email above.