



## **General Manager**

*c. 0.6 FTE (24 hours p/w) depending on candidate*

Opus Orchestra is the professional orchestra for the Waikato and Bay of Plenty region and the wider Central North Island. We inspire and connect people through the performance of quality music across our region, making a distinctive contribution to a vibrant arts community.

We have received much needed funding to engage a General Manager to take overall responsibility for the day-to-day running of the orchestra and to work with the Board and Music Director on the strategic and artistic direction of the organisation.

This is an opportunity to ensure the continued growth and professionalism of the orchestra, and to play a significant role in the local arts community. Reporting to the Chair, you will have flexibility and autonomy in how you manage your time in this part-time position, around the set rehearsal and concert dates. The job can primarily be performed remotely, with some travel for rehearsals, concerts, and meetings.

Key responsibilities of the role include

- Plan annual concert schedule in consultation with the Board and Music Director
- Manage logistics of concerts and rehearsals including negotiating and preparing contracts
- Prepare the annual funding plan, funding applications and funding reports
- Research sponsorship opportunities and develop sponsorship & donor relationships in consultation with the Board
- Line manage the Marketing Officer and Education Facilitator
- Prepare and monitor annual budget and financial reports for the Board
- Work with bookkeeper to ensure the day-to-day accounts are processed and accurate
- Develop efficient systems and procedures to ensure all financial and legal obligations are met
- Initiate and develop projects in consultation with the Music Director and the Board

Skills and attributes we are seeking include

- Knowledge of, and enthusiasm for orchestral music
- An understanding of what goes into planning and performing professional concerts
- Demonstrated experience managing projects and events from vision to execution
- A track record of building and maintaining networks and relationships, ideally in the arts sector
- Experience in charitable funding and sponsorship
- Financial management experience
- Experience line managing others, ideally on a part-time and / or remote basis
- An ability to manage your own time, budgets and deadlines
- Initiative and the ability to think creatively

**Position Details**

\$54,000 for 24 hours per week (full time equivalent salary of \$90,000). We are advertising at 0.6 FTE / 24 hours per week, however we are flexible and open to discuss number of hours for this role. Initially this is a 1-year fixed-term contract with the intention this will eventually become a permanent position.

**To Apply**

Please send a CV and cover letter to the Opus Orchestra Chair, Bronya Dean, [board@opusorchestra.co.nz](mailto:board@opusorchestra.co.nz), by 13 November 2022.