

Job description

Job title:	Programme Manager (PM)
Incumbent:	Vacant
Reports to:	The Chair, Young and Hungry Board
Role Type:	Fixed Term
Date:	September 2020

Job Purpose:

The Programme Manager (PM) is responsible for the effective management, delivery, and administration of Young and Hungry's core programmes. They are also responsible for generating funding for the organisation's core activities, and relationship building to support its future growth. This role contributes to the business planning process alongside the Trust Board and subcommittees. These responsibilities will be carried out reflecting the values of Young and Hungry Trust.

Key Relationships:

- Y&H Accounts Administrator (contract role – 15 hours max per week)
- Y&H Playful Producer
- Y&H Trust Board, key funding partners – Creative New Zealand, Wellington City Council
- Key industry partners – Playmarket, BATS Theatre, Circa Theatre
- Y&H Board

Dimensions:

Location – Wellington

Number of direct reports – Ad hoc Volunteers, Y&H Schools Tour personnel

Budget: Discretionary Spend up to budget parameters set by Board:

Young and Hungry Tour \$100,000

Administration: \$50,000

Principal Accountabilities

Programme Delivery

This role is responsible for the management and administration of the Trust's core programmes, including: Y&H Schools Tour and Y&H Ambassadors as outlined below.

Young and Hungry Schools Tour

- Manage all operational and administrative aspects of the Young and Hungry Tour scheduled for nationwide delivery May – July 2021;
- Contract all personnel and maintain positive oversight of their employment;
- Oversee the operations, logistics and marketing aspects of the tour, ensuring they meet budget and health and safety requirements;
- Develop relationships in the regions to further increase sales and develop additional public and community performances;

- Provide Health and Safety and other compliance oversight for actors and production personnel;
- Deliver post-tour report to Y&H Board.

Young and Hungry Ambassadors

- Select shows for each season and liaise with theatres/companies about tickets;
- Oversee the application, registration, and orientation processes at the beginning of each school year;
- Liaise with Ambassadors, teachers, and parents throughout the year;
- Submit reviews to the relevant theatres, and post them on Y&H website;
- Write letters of thanks to theatres/companies at the end of the programme season.

Young and Hungry Playful (new programme to be developed from Jan 2021)

- Develop and maintain a cooperative relationship with the Playful Producer;
- Assist the Playful Producer to better understand the current Y&H programmes to ensure effective alignment and coordination of delivery activities and administration.

Partnerships Management Development

- Maintain and foster cooperative working relationships with the Trust's key stakeholders including other arts organisations, theatres and educational institutions, funders and sponsors. This includes but is not limited to: BATS Theatre, Circa Theatre, Playmarket, Wellington City Council, Creative New Zealand;
- Assist with the development and implementation of the creative vision and strategic direction of the Trust.

Financial oversight of Young and Hungry Programmes

- Collaborate with the Accounts Administrator to ensure the 2021 Y&H operating budget and the Trust's programmes stay within their respective budgets;
- Collaborate with the Accounts Administrator to ensure that Process payables & receivables, payroll and monthly reconciliations are processed;
- Prepare monthly operational and financial reports;
- As required, manage the audit and completion of Charities Services reporting requirements.

Funding

- Prepare and submit funding applications and funding reports;
- Seek and secure a wide range of funding and other sources of revenue for the Trust and its programmes.

General Operations

- General administrative tasks of the Trust - responding to emails and requests for information. This includes managing administration related to the Trusts physical office at Toi Poneke Arts Centre;
- Development and publication of the Y&H monthly e-newsletter and management of social media channels;
- Work with Meta Digital (Y&H's website agency) to ensure, developing and maintenance and security of the Trust's website;

- Improve administrative processes where possible - revising contract templates, documenting programme delivery timelines, streamlining banking procedures;
- Maintain an up-to-date operational guide for the delivery of the Trust's core programmes (on-going);
- Other administrative duties as required;
- Attending industry events as required.

Job Knowledge, Skills & Experience:

- 3-5 years relevant experience in Arts Management and Administration
- Experience serving a board of trustees in the non-profit and/or arts sector
- Background in performing arts and community/youth development in the arts
- Excellent interpersonal skills and the ability to build and maintain productive relationships with key stakeholders, partners, funding bodies, arts practitioners, and young people
- Excellent networking and collaboration skills
- Experience in large-scale event management
- Excellent time management and a willingness to go above and beyond
- Strong marketing and communications skills
- Ability to manage multiple competing tasks
- Knowledge of arts funding (local, regional, and national)
- Knowledge of regional and national theatre industry and networks
- Ability to read, understand and contribute to Profit and Loss reports and Budgets.
- Experience in using the accounting software Xero
- Strong administrative skills
- Minimum of intermediate level of proficiency in Microsoft Office suite (in particular word, Excel, and Outlook)
- People Management