

# Four Winds Festival

## General Manager

### Position Description

Current at May 2010

## The organisation

### *Background*

Four Winds is a not for profit, incorporated association and is a tax exempt charitable entity and is managed by a volunteer Board. Each Director has an area of responsibility to ensure a high quality and smooth functioning biennial Festival event. There are a number of outreach programs Four Winds also conducts, including music education with schools, and a series of forums planned for the period 2011 and pre Festival 2012. We are committed to developing the role culture plays in building a vibrant, socially cohesive & economically robust community.

The Board is assisted by many volunteers.

Every second year during Easter, The Four Winds Festival is held in the very beautiful Four Winds outdoor amphitheatre, nine kilometres south of the small township of Bermagui, on the far south coast of New South Wales.

In the fifteen festivals held since 1991, Four Winds has offered its audiences the opportunity to hear some of the best Australian and international musicians playing fine classical and contemporary works, in programs drawn from a wide diversity of musical and cultural traditions.

The three day festivals have established a reputation for excellence in music that is enhanced by being performed in a magical site, where artists, winds, birds, even on occasion a Four Winds frog, all contribute to the proceedings.

Artistic Director : Genevieve Lacey

### Board Members

- Neilma Gantner: Ex Officio
- Sheena Boughen: Chair
- Carol Cockburn: Deputy Chair, Volunteers & Community Engagement
- Marilyn Chalkley: Marketing and Media
- Rob Tacheci: Website and Visuals, Secretary
- Terry Irwin: Financial sustainability, Treasurer
- Bhagya Parsons: Festival Artists' Care and Sponsorship
- Sian Morgan Hall: Fundraising and development
- Sam Weiss: Grants and Partnerships

## **The role**

### ***Summary***

The General Manager is a new position. Reporting to the Chair and with a close working relationship with the Artistic Director, the position is responsible for the coordination and management of a suite of activities including festival management, outreach programs and new projects.

The organisation has a business plan and this person will have a key part in developing and implementing it.

### ***Location***

The position is based at Bermagui, a small township on the far south coast of New South Wales.

### ***Responsibilities and accountabilities***

The primary responsibilities of the position focus on the co-ordination and administration of Four Winds. They include:

- Servicing the Chair and the Board in relation to Board meetings, development of policy and follow up activities
- Research, preparation and submission of grant applications
- Meeting compliance requirements associated with existing grants and projects
- Assist the Artistic Director's development of the program through ensuring effective contracting, booking of accommodation & travel needs and preparing rehearsal schedules for the 2012 Festival
- Plan and implement festival goals in cooperation with festival team
- Identify and develop sustainable strategic partnerships
- Co-ordinate, promote and project manage the outreach programs, including the schools program for 2011 and the Community performance project Windsong 2012.
- This includes risk management needs and managing administrative and operational needs of the organisation

### ***Ideal candidate***

In order to undertake the role successfully, the candidate will need attributes which include:

- Extensive experience in event co-ordination or program and project management in the Arts and Community sector
- High level organisational skills and a track record in following through and getting things done
- A reputation as a self starter who is adaptable and comfortable working in a changing landscape and can represent the organisation well
- High level of comfort working with an active Board, energetic volunteers and highly skilled artistic performers
- Effective oral and written communication skills and an ability to engage with a diverse range of stakeholders.

### ***Conditions***

This is a fixed two year contract which is part time and where flexible hours can be negotiated with the Chair. There will be periods however where the incumbent will need to work full time.

A remuneration package within arts and community sector rates, and reflecting the level of skill and experience brought to the position will be negotiated with the successful candidate.

### **The opportunity**

This position provides a unique opportunity for the incumbent to make a significant contribution to ensuring the success of a high profile Arts and Cultural organisation that is an important part of a vibrant coastal community.

### **Further information**

More information on the organisation including the Four Winds Pillars can be found on the Internet at [www.fourwinds.com.au](http://www.fourwinds.com.au).

Sheena Boughen Chair 0264 933 701