Executive Director

Applicant Info Pack

Tantrum Youth Arts

Make Noise.

Tantrum Youth Arts is seeking an inspiring leader and strategic thinker to join our team.

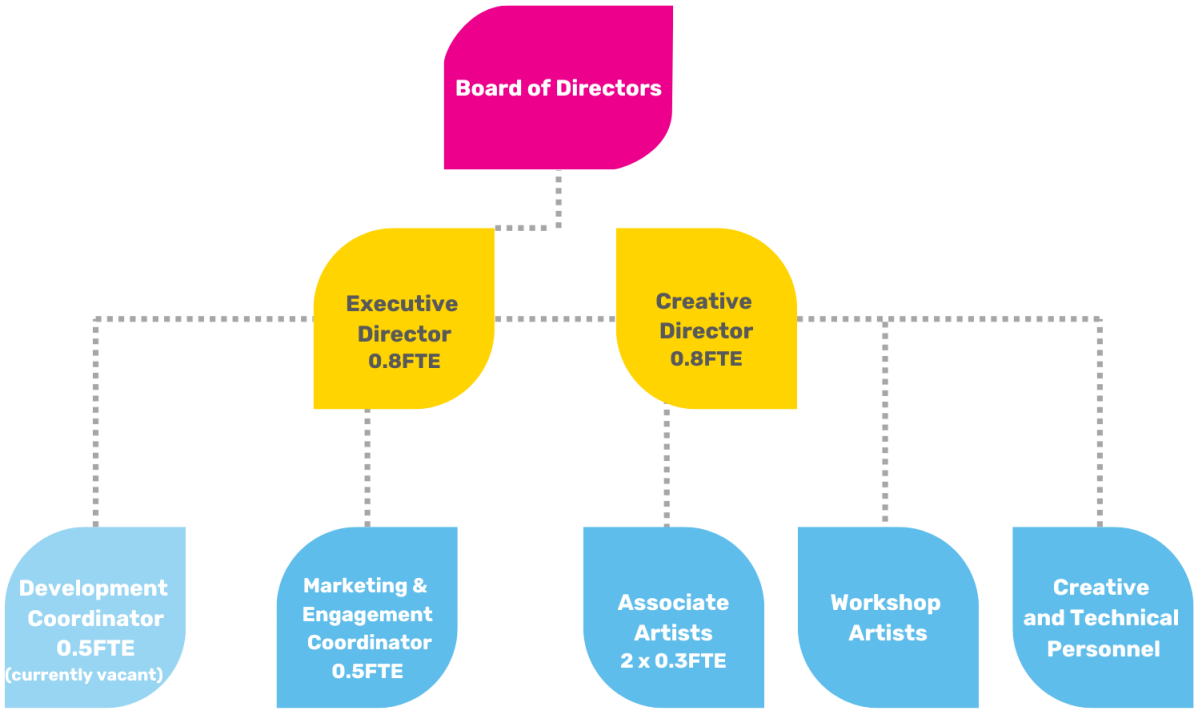
We are a small but noisy team of change-makers and artists. We exist to serve our community of young people and early-career artists through our distinctive creative programs. At an exciting stage in our organisation's journey, we are thrilled to invite a new Executive Director aboard to shape a vibrant and sustainable future for Tantrum.

About Tantrum

Tantrum is the leading youth arts organisation in the Hunter and a not-for-profit co-operative. Our mission is to empower young people to harness their creative agency. We achieve this through transformative creative workshops and projects, bringing together young people, early-career artists and industry professionals to make new performance and multi-artform work.

Tantrum was established in Newcastle in 1976. Since then, the company has grown from its humble beginnings as a weekend drama workshop to a nationally-respected arts organisation. We are focused on creating employment in the performing arts sector in the Hunter and on developing skills and confidence in young people aged 5-30.

Organisational Structure



Position Description

Position Title: Executive Director

Purpose of Position: The Executive Director provides leadership in the operation and sustainable growth of Tantrum Youth Arts. The Executive Director is responsible for the execution of Tantrum's strategic vision as set out by the Board of Directors, and leads the staff in achieving artistic and organisational goals.

Position Type	Ongoing, part-time at 0.8FTE
Salary & Conditions:	$75,000 (negotiable) full-time equivalent (paid pro rata based on hours worked) plus superannuation. Four weeks annual leave (pro-rata). Employee Wellbeing Allowance and one week of paid Wellbeing Leave each year.
Location:	Merewether, NSW (with the opportunity to work remotely in-part as negotiated with the Board of Directors)
Reporting Responsibilities:	The Executive Director reports to: Board of Directors The Executive Director works closely with: Creative Director, Marketing and Engagement Coordinator The following positions report to the Executive Director: Creative Director, Marketing and Engagement Coordinator, Development Coordinator (currently vacant).

Key Duties and Responsibilities

Leadership

- Create a positive, progressive and inspirational organisational culture that supports every person involved to achieve their best
- Manage Human Resources, including staff recruitment and inductions, team management and engagement, staff development and goal setting, and performance management.

Strategic Planning and Execution

- Develop, deliver and update annually the organisation's strategic and business plans in line with the organisation's strategic vision
- Support the development and delivery of a high-quality creative program, ensuring the program reflects Tantrum's strategic vision, mission and values
- Identify and develop new income streams
- Develop and monitor key performance indicators for the organisation
- Coordinate organisation-wide planning, goal-setting and evaluation

Operational Management

- Oversee office management and maintenance of systems including IT hardware and platforms, communications systems, and financial systems
- Oversee databases and CRM systems, ensure staff maintain the integrity of internal systems, and establish new systems as required
- Manage the use, hire and maintenance of Tantrum's site
- Prepare and oversee all contracts, agreements and MOUs across the organisation

Governance

- Develop, implement and update the organisation's key policies and procedures, in consultation with Board (and other experts as required)
- Ensure the company's risks are well managed, monitoring risk assessment and WHS procedures and policies to ensure a safe and inclusive workplace
- Ensure the organisation fulfils all financial and compliance obligations
- Prepare Board reports ensuring the Board is provided with all relevant information and recommendations in order to support decision making
- Attend Board meetings

Financial Management & Fundraising

- Prepare and monitor organisational and project budgets

- Prepare quarterly financial reports and forecasts for presentation to the Board
- Maintain a collaborative relationship with the organisation's Treasurer and external Bookkeeper
- Oversee the organisation's annual financial audit
- Oversee the preparation of grant applications, sponsorship proposals and fundraising campaigns
- Ensure that funding acquittals are completed accurately and to deadline

Stakeholder Development

- Build and maintain diverse, effective, and sustainable relationships and partnerships with funding bodies, philanthropic organisations, business sponsors, donors, cultural and community organisations, local government bodies, and key sector service organisations
- Facilitate regular consultation with all Tantrum Stakeholders - including members, participants, sponsors, donors, staff, Board, schools, local Government and community and cultural organisations—to cultivate productive working relationships and achieve artistic and organisational goals

Selection Criteria

Essential

- Leadership. Positive and progressive leadership style, with a demonstrated track record of leading, supporting and nurturing teams.
- Strategic Vision. Excellent ability to think strategically and deliver initiatives to support organisational growth and sustainability.
- Fundraising Success. Demonstrated experience in securing funding through government grants, philanthropy and fundraising campaigns.
- Financial and Operational Management. Demonstrated success in managing budgets, board reporting and governance, and managing systems and resources effectively.
- Collaboration. Ability to collaborate effectively to achieve shared goals.
- Communication and Relationships. Excellent communication and interpersonal skills, and proven ability to develop strong relationships with stakeholders.

Desirable

- Networks. Established connections and relationships within the national arts sector and/or related sectors (education, health, community development).
- Arts Expertise. Experience in organisational management, producing and/or project management within the arts sector.
- Young people. Demonstrated passion for working with young people and emerging artists.

Tantrum Youth Arts is a **child-safe organisation** and is committed to the safety and wellbeing of all children accessing our workshops, programs and activities. The successful applicant will be required to obtain and maintain a Working With Children Check and comply with all Child Safety policies and procedures.

We are an inclusive organisation, committed to providing a platform for diverse voices and thought. We encourage people from all backgrounds to apply, including people with a disability, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, and people identifying as LGBTIQA+.

How to Apply

Applicants are asked to provide:

- Your CV including 2 referees (one of which must be a former employer)
- A cover letter (max 3 pages) demonstrating how you meet the Selection Criteria
- **Please send your complete application to recruitment@tantrum.org.au**

Applications are being accepted until 5.00pm on Thursday 20 February 2025. Shortlisted applicants will be invited to an interview in the week commencing 3 March 2025. The position will commence in April 2025, with the specific start date to be negotiated with the successful applicant.

If you require further information about the role or support with your application, please direct your enquiries to:

Executive Director - Tamara Gazzard

E: tamara@tantrum.org.au

Ph: 02 4929 7279

Creative Director – Nel Kentish

E: nel@tantrum.org.au

Ph: 02 4929 7279