



**Artistic Director/CEO
Applicant Information Pack**

Contents:

- 1. Position Description**
- 2. Selection Criteria**
- 3. How to Apply**
- 4. Organisational Chart**
- 5. Tantrum Youth Arts Code of Conduct**

TANTRUM

1. Position Description

Position Outline

Purpose of Position: The Artistic Director/CEO is responsible for driving the vision of the company, for the design and implementation of the company's artistic program, for ensuring that the company's artistic output fulfils the company's mission, values and objectives, and for overseeing all artistic and technical personnel. The Artistic Director/CEO is ultimately responsible for the sound operational and financial management of the organisation.

Position Type: Full-time (35 hours per week). 2-year contract with six-month probationary period.

Salary: \$56,940 (inclusive of 9.5% superannuation).

Location: Newcastle, NSW

Reporting Responsibilities:

The Artistic Director/CEO reports to: Board of Directors

The Artistic Director/CEO works closely with: Board of Directors, General Manager and staff.

All positions report to the Artistic Director/CEO: General Manager, Associate Director, Marketing Coordinator, Administration and Accounts Officer and Teaching Artist.

About the Organisation

Tantrum Youth Arts is the leading professional youth arts company in the Hunter region. We develop new, innovative and inclusive contemporary performing arts projects characterised by collaborative processes and participation. Our work is inspired by our local communities and generated through community partnerships.

Tantrum was founded in 1976 and was then known as 2 til 5 Youth Theatre – a Saturday afternoon drama workshop for young people. In 1996, Tantrum Theatre was established as an off-shoot of 2 til 5, catering to emerging artists aged 18-25 and the two companies later merged. In 2004 Tantrum Theatre became Tantrum Youth Arts, a name which better reflects the multidisciplinary nature of the work we create.

Tantrum brings young people, emerging artists and professional artists together to create bold and captivating performances which challenge and provoke, create change and inspire new perspectives. Our annual programming includes major productions, a suite of emerging artist programs, a festival of new playwriting, and an after-school workshop program.

TANTRUM

Key Responsibilities

Artistic Leadership, Programming and Vision

- In consultation with the Board develop, manage and deliver an artistic program that brings together young people, emerging artists and professional artists.
- Ensure the artistic program is aligned with the vision, values and objectives of the organisation.
- Produce and Direct productions/projects as required.
- Deliver customised workshops to schools, universities and other organisations.

Strategic Partnerships and Business Management

- Develop and continually update a rolling three-year strategic and business plan in collaboration with the General Manager and the Board.
- In collaboration with the General Manager oversee organisational compliance and associated administrative needs.
- Establish, maintain and/or develop productive relationships with stakeholders such as government agencies and funding bodies, emerging and professional theatremakers, theatre companies and other arts/cultural/educational organisations, philanthropic foundations and private donors, businesses, local government, community organisations and the participants, parents, families and friends who make up Tantrum's tribe.

Financial Management

- In collaboration with the General Manager develop and prepare annual and project budgets.
- Deliver the artistic program within budget.
- Oversee the ongoing monitoring of budgets and attend fortnightly finance meetings with the General Manager and Administration & Accounts Officer.

Human Resource Management

- Lead a staff of part-time employees.
- Maintain a safe, harmonious and sustainable workplace.
- Be responsible for the recruitment and ongoing performance review of staff.
- Seek and provide professional opportunities to staff.
- In collaboration with the General Manager develop role descriptions for contract and/or casual artists, and assist with engaging suitable artistic and production personnel to deliver the artistic program.
- Oversee the delivery of projects and programs by staff and contractors.
- Convene weekly staff meetings and monthly operational meetings.
- Ensure WHS obligations of staff and participants are met.
- Comply with and enforce Tantrum's Code of Conduct.

TANTRUM

Marketing, Audience Development and Public Relations

- Work closely with the Marketing Coordinator and General Manager to develop and implement marketing and audience development strategies for specific productions and the organisation's overall public presence.
- Represent the organisation publicly by participating in media interviews and attending conferences, special functions, meetings and workshops as required.
- Work closely with the Marketing Coordinator to optimise social media engagement.
- Oversee the ongoing measurement and evaluation of programs and activities, including Tantrum's annual audience engagement survey.

Funding and Sponsorship

- In collaboration with the General Manager prepare multi-year program and project funding applications.
- Assist with preparation of other funding submissions to philanthropic, government and corporate organisations.
- Develop and maintain relationships with funding bodies, donors and prospective corporate partners.
- In collaboration with the General Manager ensure that artistic and financial acquittals are completed accurately and to deadline.

Corporate Management

- Prepare and deliver artistic reports for the Board.
- Attend Board meetings.
- Maintain clear and productive communication between the company and the Board of Directors.
- Prepare the organisation's annual report.
- Assist with the day-to-day administration of the organisation.
- As the CEO, consult with the Board to ensure that the organisation is compliant with regulatory and legislative requirements.

TANTRUM

2. Selection Criteria

1. Tertiary qualifications in creative and/or performing arts and/or arts management, or relevant industry experience.
2. Demonstrated experience and achievements in an artistic role (e.g. as a Theatre Maker, Director, Performer, Producer, Writer or any combination of these).
3. Demonstrated artistic leadership in the creation of long and short-term artistic programming, including annual and/or multi-year artistic programs encompassing productions, projects, workshops and activities.
4. Demonstrated experience in facilitating collaborative and innovative performing arts activities by, with and for young people and/or emerging artists.
5. High level strategic thinking, project and time management skills with the ability to prioritise and meet deadlines.
6. Demonstrated leadership skills and the ability to nurture and develop staff.
7. A high standard of verbal and written communication and interpersonal skills, including the ability to communicate effectively with young people, parents and caregivers, artists and arts workers, industry peers, media, government and non-government bodies and the community.
8. Demonstrated experience in the preparation and acquittal of funding and sponsorship applications.
9. Strong capacity to establish, develop and maintain relationships with stakeholders including local council, government agencies, funding bodies, artists and arts organisations, participants and the community.
10. Current Working With Children Check.

3. How to Apply

Applicants are asked to provide:

- A brief cover letter.
- Your response to the selection criteria (no more than 3 pages).
- Your CV, including 2-3 referees.
- Your response to the 2019 Project Proposal task ([available here](#)).

Please send your complete application to board@tantrum.org.au

Applications are due by 5.00pm on Monday 18th June 2018.

Shortlisted applicants will be invited to an interview on 27th or 28th June 2018.

If you require further information about the role please direct your enquiries to the **Chair of Tantrum Youth Arts:**

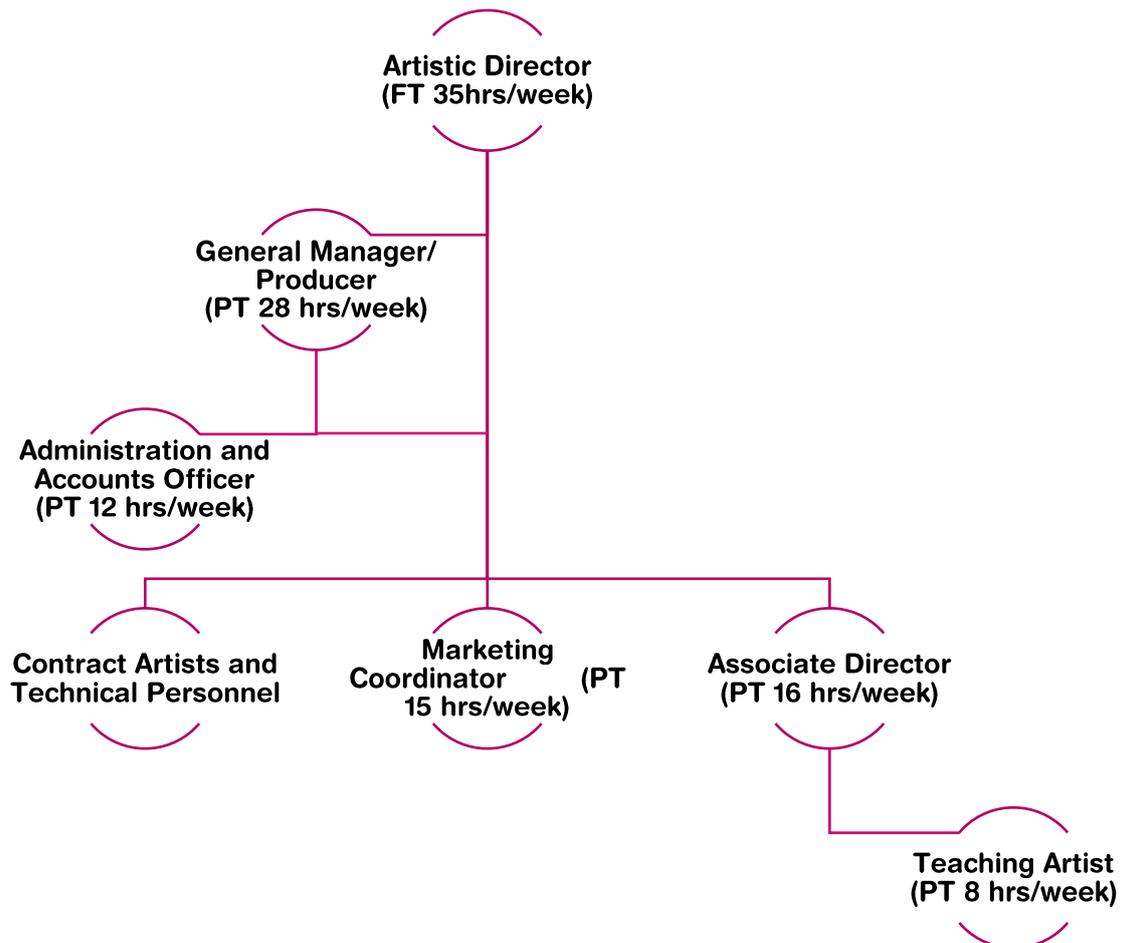
Samantha Willcox

board@tantrum.org.au

For a copy of our 2017 Annual Report and Strategic Plan, please click [here](#).

TANTRUM

4. Organisational Chart



TANTRUM

5. Code of Conduct

Tantrum Youth Arts is a community of people who work together to create great theatre experiences involving young people. As employees we have an ongoing responsibility to modify our behaviour to conform to social and situational expectations. We have obligations imposed by legislation and by the unique relationship that we have with our participants in a creative environment.

The nature of creative work requires the application of certain principles to ensure that experiences are positive, affirming, and where appropriate educational. To create such an environment we need to acknowledge the diversity of our backgrounds, create a safe working space and be sensitive to the needs and expectations of our co-workers and participants.

As creative artists and people who work in the creative and performing arts we are perceived as role models by the community in which we work and also to the participants with whom we interact. As such we hold a trust and responsibility to provide positive examples in our professional and personal behaviour to all with whom we come in contact in the course of our work.

We must ensure that our behaviour both verbal and non-verbal, does not (in fact or perception) offend, humiliate, intimidate, discriminate or vilify. Due care and courtesy should always be extended to those with whom we work. Often, it is the reaction of the other party and how our behaviour is perceived that determines whether an action is unsuitable. In most cases co-workers will inform you through language, verbal and non-verbal, if they feel a particular behaviour is unacceptable. What is important to consider is that when dealing with participants or co-workers, who are in a less senior role, they may not feel that they have the authority to ask you to modify your behaviour.

All employees of Tantrum Youth Arts must comply with the following values and conduct standards which require employees to:

- Behave honestly and with integrity
- Act with care and diligence, particularly when interacting with young people involved in Tantrum Youth Arts programs
- Treat everyone with respect and courtesy
- Value the power of imagination, creative problem solving and risk taking
- Comply with all applicable Australian laws including Work Health & Safety legislation and Commission for *Children and Young People Act 1998*.
- Not consume alcohol or illicit drugs, while on the premises or prior to arrival at work or work-related functions
- Not smoke in the venues or within 7 metres of entrance to the venues
- Not bring peanuts or peanut based products into the office, studios and other venues
- Not provide false or misleading information in response to a request for information
- Comply with any lawful and reasonable direction given by a supervisor who has authority to give the direction
- Maintain appropriate confidentiality of company and participant information
- Disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in the course of their employment
- Not make improper use of inside information, or their positions, status, power or authority in order to gain, or seek to gain, a benefit or advantage for themselves or any other person

TANTRUM

- At all times behave in a way that upholds the integrity and good reputation of Tantrum Youth Arts.

Further details on specific behaviour which involves higher standards of conduct due to Tantrum Youth Arts Work with young people are outlined below:

LANGUAGE

Language use should be appropriate to the age group you are working with. There must be an awareness of the sensitivity of appropriate language including but not limited to blasphemy and swearing around young people and at work generally.

Anti-discrimination legislation uses the following criteria: [words] should not be used where a reasonable person, having regard of all circumstances, would anticipate that the listener(s) might be offended, humiliated or intimidated.

DISCRIMINATION & VILIFICATION

No employee (including casual and contracted employees), participants or other person should be discriminated against or vilified due to their race, colour gender, sexual orientation, language, religion, social origin, political or other opinion or disability. Nor should any employee, participant or other person cause, instruct, induce, incite, aid or permit any hatred toward, serious contempt for, severe ridicule, of either by means of physical, or verbal harm their fellow employee, participant or other person.

CONFIDENTIALITY

In the course of interaction with participants and co-workers you will come into contact with personal information that is required to be collected. Some examples of this information are, but are not limited to:

- phone numbers, email and physical addresses;
- any other information of a personal nature
- for example in relation to family background, race, creed or financial status;
- medical history or medical conditions;
- Any information about the working practices or company policies.

This information is not to be disclosed to any third party without prior consent. Employees should note particularly that in certain circumstances, the disclosure of personal information regarding a young participant in Tantrum Youth Arts programs to third parties without a parent or guardian's consent may lead to harm to the young person concerned. The utmost caution should be used in handling, storing and dissemination of all information.