

DIRECTOR, EXPRESSIONS

1. PURPOSE OF POSITION

The purpose of this position is to take Expressions to the next level of development as a quality community arts and entertainment centre, with regional relevance. This will require a high level of vision, exemplary leadership, effective and efficient management skills and the ability to meet the community's expectations whilst also providing an excellent level of service, and diverse range of activity.

The Director will lead a team, and is expected to implement sound business practice as well as providing creative direction. As a multi-functional space, the position is expected to continue to develop and maintain excellent strategic relationships and partnerships to assist with maximising the usage of the facility. It is also expected that the Director will continue the "can do" culture, within an extremely limited resource. The Director will need to demonstrate an understanding of and experience in correctly exercising financial delegations especially in relation to adhering to agreed budgets.

This includes the application of delegations to staff and to oversee the budgets controlled by related organisations but impacted by the Directors responsibilities.

The position reports to a Board of Trustees. The Director will have the opportunity to assist with establishing core performance targets and will primarily be responsible for the Trust's relationship with Upper Hutt City Council. The Director is also responsible for the execution of the Service Level Agreement in relation to Upper Hutt City's i-Site service.

2. KEY RESPONSIBILITIES

1. **Lead the strategic development of Expressions Arts and Entertainment Centre as a community facility that is valued by all**

- a. Continue to develop a strong vision and review the current Statement of Intent
- b. Ensure a balance between different aspects of the Arts and other appropriate aspects of the recreation sector, demonstrating a thorough understanding of the Arts sector in particular
- c. Provide leadership for the continued development of Expressions programmes
- d. Continue development of community activities that support the programmes

2. **Ensure that a strong business approach is taken in all facets of the operations**

- a. Review all current business practice and ensure that it meets Trust and Council obligations and expectations
- b. Focus on high level business results within the context of a community based arts and entertainment facility
- c. Have an awareness of current trends in the Arts sector, and of community requirements, and be responsive to those trends

- 3. Ensure effective management and leadership of the facility**
 - a. Review or develop service policies, procedures, and service standards
 - b. Ensure that lower level performance criteria link strongly to the principles and intent of the SOI
 - c. Continue to operate a cost effective facility, with high value/low cost activity prioritised
 - d. Manage all staff appropriately, ensuring that performance agreements and expectations are in place
 - e. Ensure that a customer focus continues to be a strength of the facility
- 4. Develop and maintain a range of strategic relationships and partnerships**
 - a. Establish and maintain excellent working relationships with key personnel in Council, the community, business, funders, the Arts and Recreation sectors
 - b. Participate in Council's Community Services department monthly meeting for cross-facility opportunities
 - c. Identify key naming rights partnerships and skilfully negotiate the renewal of the galleries, theatre and hall, and develop a business case proposition for this
 - d. Ensure that the Trustees are apprised of all pertinent relationships, partnerships, offers and funding proposals at all times.
- 5. Utilise staff resource cost effectively, and ensure that staff are appropriately managed and developed.**
 - a. Ensure staff have performance and development plans, which are used for regular appraisal and as the basis for individual development.
 - b. Ensure effective communication with staff in regard to expectations, policies, plans and upcoming activities
 - c. Maintain positive working relationships with staff
- 6. Ensure that all reporting and financial management is undertaken to audit quality levels and to expected timeframes**
 - a. Council expects a quarterly report on performance, with more fulsome reports at the half year and annual report markers
 - b. Exercise a high level of writing skills for the preparation of the Statement of Intent which is due in council in February of each year
 - c. Monthly reports are prepared for the Trustees
- 7. Organise and attend monthly meetings of the Trustees**
 - a. Trustees are presented with financial and non-financial reporting for the preceding period
 - b. Trustees are apprised of any current or upcoming issues or developments
 - c. Trustees are provided with sufficient information to feel a level of comfort with the strategic and operational direction of the facility, and the provision of arts and recreation opportunities in Upper Hutt.
- 8. Abide by any policies, procedures or legislative requirements**
 - a. Health and safety is a priority, with a Hazard register maintained and compliance with the required Acts is ensured
 - b. Clear understanding of employment law, requirements under the Treaty of Waitangi and any other Act that may impact the operation of Expressions is demonstrated

3. KEY COMPETENCIES

Required

- Relevant tertiary qualification or equivalent training or 5 years relevant experience.
- Excellent sector-relevant skills in arts and entertainment
- High level management experience, leading a brand as well as people
- Strategic thinker, with business expertise
- Contract management and fundraising experience
- Strong financial and performance-based management experience
- Excellent communication skills, both written and oral
- Proven record of positive relationship building across a number of levels and sectors
- Proven results focus
- Proven negotiation skills
- Outstanding commercial acumen within the arts facility context
- Full clean NZ driver's licence
- Legally able to work in New Zealand

Desirable

- Experience in reporting to a Board
- Competency in public speaking and in dealing with the media
- Marketing experience or qualifications