

POSITION SUMMARY

TITLE	Chief Executive Officer & Artistic Director
HOURS	Full time
SALARY	\$80,000 including superannuation Package negotiated with successful candidate
REPORTS TO	Chair, Board
KEY RELATIONSHIPS	Chair and Board Leadership Team Funding and philanthropic representatives Key corporate and commercial partners Industry networks and community
DIRECT REPORTS	General Manager Head of Production Manager, Fundraising and Development Manager, Marketing and Communications
CONTRACT TERM	12 months maternity leave cover

KEY RESPONSIBILITIES

UPLIT's CEO & Artistic Director drives the strategic, creative and financial objectives of the organisation and provides leadership for our staff, contractors and volunteers. The CEO and Artistic Director has a focus on collaborative relationships with government, current and prospective commercial and non-profit partners, industry and community stakeholders.

Strategic and Creative leadership

- Provide artistic leadership in the development of creative programming including the Brisbane Writers Festival.
- Develop and maintain strong relationships with artists, industry and community critical to the delivery of UPLIT's creative program.
- Maintain knowledge and understanding of current best practice and innovation in arts and literary programming.
- Oversee the curation and delivery of UPLIT's program of events.
- Drive UPLIT's data and insights business model.
- Demonstrate and stimulate innovative program planning and delivery including:
 - engaging and providing leadership for guest curators;
 - leveraging cultural, community and corporate partnerships;
 - engaging with writers, publishers, booksellers, tertiary education institutions and other agencies.
- Ensure UPLIT plays an active and valued role in supporting writers and readers at local, State and national levels.

Commercial Leadership

Governance and Strategy

- Play a central role in UPLIT's strategic planning and direction in conjunction with the Chair and Board; and accept responsibility for delivering the actions and targets within the current strategic and delivery plans.
- Ensure Board meetings are effectively serviced with appropriate information and the Board is kept informed of UPLIT's financial position and operating plans, risks and challenges.

Financial Planning and Reporting

- Take overall responsibility for the budget planning, monitoring and control process, in order to achieve financial targets approved by the Board.
- Submit annual and project budgets to the Board for discussion and approval.

Marketing, Communication and Development

- Lead the development and promotion of the UPLIT brand, and maximise participation across UPLIT's complete program of events.
- Lead the organisation to identify, convert and maintain relationships with current and prospective corporate and commercial partners.
- Develop and diversify income streams including earned income, and corporate and philanthropic support for UPLIT and its programs.
- Maintain collaborative and regular communication with UPLIT's philanthropic, government, corporate and private stakeholders, and ensure that all reporting requirements are met.

Human Resources

- Manage the performance of the Leadership Team.
- Resource the organisation with the staff required to deliver UPLIT's strategy, and maintain a positive and safe working environment for all staff and volunteers.
- Manage disciplinary and grievance issues, where necessary consulting with the Chair.

SELECTION CRITERIA

As the leader and public face of our organisation, the CEO and Artistic Director will demonstrate high-level communication, interpersonal and presentation skills, along with the energy and capacity to lead a team to deliver our calendar of events to a standard in keeping with one of Australia’s leading literary organisations.

Applications should specifically address the following selection criteria:

- Demonstrated commercial leadership in the arts/not-for-profit sectors;
- Demonstrated artistic leadership, preferably within the literary or closely related sector;
- Experience in strategic thinking and delivering on multi-year business plans and budgets;
- Track record of building effective relationships and partnerships with a wide range of stakeholders including in:
 - A government and/or corporate environment;
 - Philanthropic circles;
 - Regional and remote communities;
- Demonstrated abilities to effectively lead, manage and contribute in a high performing team.
- Track record of delivering complex projects to deadline and within budget, in a sometimes pressured environment.

ORGANISATION STRUCTURE

