



Australian Guild of Screen Composers – Operations Manager

Position Description

Contract length: 1 year, part time, renewable

Salary: \$38,000 p.a incl super

Hours: part time / flexible days and hours

Applications open: January 21 2022

Applications close: February 5 2022

Location: Work from home

(Hot desk available at Pots Point Sydney, however a Sydney applicant is not a priority)

Reports to: Board of Directors

Manages: Accountant (contracted)

About us:

The Australian Guild of Screen Composers (AGSC) is a not-for-profit professional association dedicated to supporting emerging and established Australian screen composers in film, television, game and related industries.

Our role is to advocate for, support, and increase recognition of Australian screen composers. We embrace inclusivity and diversity in our industry and welcome the new perspectives and potential this can bring to the art and craft of our practice.

About the role:

The Operations Manager is a key leadership position and reports directly to the voluntary Board of Directors. The role is largely autonomous, is systems-orientated and requires expert organisational skills. The individual is responsible for the smooth running, day to day operations of the organisation. Additionally, the person in this role should have an entrepreneurial streak to pro-actively develop and grow operational revenue streams for the organisation (including grant writing and fundraising) and manage strategic projects, including committee driven initiatives.

Responsibilities and key duties:

Board Governance and activities

- Work with the Board to administer, organise, and fulfil the Directors' mission and direction of the Guild
- Arrange and schedule regular board meetings (including the Annual General Meeting), and associated materials (such as agendas, past minutes and reports) as required

- Facilitate board nominations and appointment processes
- Be across all committee activities and support committees as required
- Define, document and drive procedures and initiatives of annual and bi-annual tasks overseen by committees

Policy and strategy

- Liaise with other guilds, peak bodies, funding bodies, the Australasian Performing Rights Association (APRA AMCOS), Government funding bodies, and other relevant organisations, to influence and develop policies that protect, foster and support our members within the film industry with guidance from the Industrial Relations Committee
- Write government submissions working in conjunction with the Industrial Relations Committee

Revenue raising

- Membership drive
- Sponsorship and Donations
- Grant writing
- Fundraising

Financial management

- In partnership with the treasurer, manage the fiscal health and security of the organisation and protect the Guild against fraud and misconduct.
- Oversee the day-to-day financial, accounting and transactional matters of the Guild, in conjunction with the Treasurer and the guild accountant following the legal requirements for this type of organisation.
- Liaise with the Treasurer and Accountant to produce annual financial reports for the Board, and ensure the Guild meets any taxation or other financial obligations.
- Initiate and administer all grants and funding ideas and applications

Reports/Minutes

- Ensure production of minutes of Board and other relevant meetings.
- Present detailed O.M. report at bi-monthly Board meetings.
- Generate membership reports twice yearly in April and October and upon request from the board.
- Produce other reports as required (eg liaise with Treasurer to produce financial reports)
- Give a brief fortnight update on main task being achieved and the short goals looking ahead

Communications

- Produce the 'What's the Score?' E-newsletter every quarter
- Regular social media updates relevant to current issues and events of the industry
- Other ad-hoc communications with subscribers such as for special events, meetings or seminars etc.
- Reply to email or website enquiries within a timely manner.
- Oversee maintenance of the AGSC website and social media

Memberships and subscriptions

- Be the first point of contact for members
- Manage all membership subscription enquiries
- Be familiar / learn to be familiar with “Membership Works” - the member database application to ensure smooth running of automatic renewals, billing and payments and member profile upkeep.
- Keep an accurate up-to-date record of all memberships, which is accessible to the Board and to the Marketing Coordinator
- New membership recruitment

Events

- Organise, attend, and run AGSC events where able, including managing RSVPs, catering, venue arrangements, and arrangements with guest presenters in collaboration with the Events Committee
- Comfortable with running online webinars (Zoom or other platforms as required)

Key Selection criteria:

Communication skills – excellent oral and written communicator with strong interpersonal skills to engage with members and industry at large

Organisational and administrative skills with excellent eye for detail

Self motivated/Pro Active with a good level of self determination in priorities combined with ability to take directional guidance from the board

Digital savvy – adept using a range of programs, applications and other tools, including Microsoft Office (Word, Excel) Mailchimp, Zoom webinars and meetings, Wordpress, Dropbox Google Drive as well as knowledge in accounting packages such as Xero, PayPal, online banking plus various social media platforms. Familiarity with Membership Works would be a big advantage and a willingness to learn new applications as required.

Strategic thinker – thinks at the ‘big picture’ level and entertains wide-ranging possibilities in developing a vision for the future; translates strategic objectives into day-to-day activities.

Creative and innovative – generate new ideas and identifies new ways of doing things; reflects on experience and is open to new ways to improve operations.

Collaborative – builds productive relationships with others inside and outside the organisation; works well in a team environment.

Self starter – takes the initiative to seize opportunities and rectify problems; self-directed and able to work productively with minimal supervision.

Financial management – experience with accounting and financial management tools, and able to monitor finances and working with Treasurer to produce financial reports

Industry – The ideal candidate will have worked within the film industry and have an understanding of screen funding models

How to apply:

Please submit a CV and cover letter addressing the Key Selection Criteria and your suitability for the role to: vicepresident@agsc.org.au