

JOB TITLE: General Manager
JOB TYPE: Parttime (60.8 hours per fortnight)
LOCATION: 85 – 87 Lindsay Street Perth WA 6000 Some travel may be required
REPORTS TO: Executive Director
DIRECT REPORTS: Finance Coordinator

ABOUT CIRCUITWEST

Vision: A state connected, enriched and alive with performing arts.

Purpose: We develop and connect the performing arts so WA communities can share quality arts experiences.

Values: Connection | Collaboration | Trust

The Organisation

CircuitWest is a membership organisation that connects, convenes and develops Western Australia's performing arts sector. Our members represent individuals and organisations who create, present and support performing arts across the state. This includes presenters, producers, artists, technicians, venue managers, arts marketers, programmers, freelance practitioners and small-to-medium companies.

Occupying a unique role within WA's performing arts ecosystem, CircuitWest is a key delivery partner for the WA Government and a trusted sector leader. We are a partner of choice, valued for our deep understanding of sector needs, our ability to convene people and ideas, and our capacity to develop and deliver initiatives that create meaningful impact.

Through comprehensive and tailored audience development program, CircuitWest provides ongoing support, resources and professional development opportunities that build capability across Western Australia's performing arts sector. This work responds to the unique needs of the sector, supporting the sector to better understand audience behaviours, develop meaningful engagement strategies, and grow sustainable relationships with audiences and communities.

ABOUT THE ROLE

The General Manager is responsible for strengthening CircuitWest's operational, compliance, governance and financial sustainability, ensuring the organisation has the infrastructure, systems and leadership capacity required to support sector-wide growth and long-term resilience. As an integral part of the executive team the General Manager facilitates the operationalisation of the Strategic Plan and, with the Executive Director, is responsible for the well-being of staff.

RESPONSIBILITIES

- Lead day-to-day operations, including financial oversight and management, reporting, risk management and supporting the development of funding applications and partnership agreements and managing the current budget
- Managing the development of and oversight of the annual budget with the Executive Director,
- Review and approve financial transactions and oversee controls and act as a signatory to bank accounts,
- Strengthen governance systems, Management Committee reporting processes, membership communications and processes, IT Systems, compliance frameworks and policy development and adoption.
- Oversee human resources systems, staff performance frameworks and workforce planning to ensure organisational resilience and redundancy.
- Implement improved data collection, impact measurement and reporting systems to support funding accountability and strategic decision-making.

- Support the development of diversified revenue opportunities, including fee-for-service models, strategic partnerships and potential social enterprise initiatives.
- Lead multi-year operational planning aligned with strategic priorities and sector needs.
- Establish clear delegation frameworks and documented procedures to embed organisational knowledge and support leadership succession.
- Ensure the CircuitWest Management Committee are fully informed about the organisation's financial performance, risk and governance position providing regular written and verbal reports.
- Oversee management of the CircuitWest offices, ensuring they provide a safe and welcoming environment for users and support the delivery of the Organisation's programs.
- Proactively support a positive work culture based on the Organisation's values.
- Contribute to building the Organisation's profile as a leader within the performing arts community.
- Undertake work associated with being a small but busy, not-for profit arts organisation, delivering numerous high impact events, services and projects.

KEY SELECTION CRITERIA

Essential Criteria

- Demonstrated organisational and financial management skills, including experience in contract management, securing funding, overseeing budgets, financial analysis and forecasting, compliance and audit responsibilities, policy development and human resource management.
- Excellent oral and written communication skills, including strong computer and Microsoft Office literacy, and ability to work with a variety of stakeholders (board, management and staff, auditors, members, government), and to work collaboratively and co-design solutions in complex working environments.
- IT literacy, particularly in the oversight of digital platforms and integrations across a range of outputs
- Demonstrated project management and problem-solving skills and experience, and ability to work at both operational and strategic levels.
- Ability to work autonomously, use initiative, solve problems and be highly self-motivated.
- A team player who wants to contribute to CircuitWest's success.

Desirable Criteria

- Knowledge of and experience in Xero accounting software
- Knowledge and awareness of the WA arts sector.
- Knowledge and awareness of the performing arts in outer metro communities and the WA regions.

Other requirements:

- WA Police Clearance
- WA Driver's License (unrestricted)