

MANDURAH PERFORMING ARTS CENTRE

POSITION DESCRIPTION

POSITION:	Chair of the Board Mandurah Performing Arts Incorporated
DEPARTMENT:	MPA Inc. Board of Directors
REMUNERATION:	\$10,000

ABOUT MANDURAH PERFORMING ARTS CENTRE

Mandurah Performing Arts Centre (ManPAC) is more than a performing arts centre. It is a hub for extraordinary, dynamic and creative ideas – a centre for the arts.

ManPAC is a leader in the curation and presentation of quality arts and cultural experiences that are relevant to local artists, audiences and the community. ManPAC is committed to presenting and creating work which aspires to build a more inclusive, resilient and enlightened Mandurah community.

ManPAC programs theatre, dance, music, comedy, visual arts, circus, workshops, community engagement, youth and children's events.



OUR VISION

Mandurah Performing Arts Centre is one of Australia's leading centres for the arts.

OUR PURPOSE

Mandurah Performing Arts Centre exists to celebrate and share arts and cultural experiences, to unite our community and make Mandurah a great place to live.

OUR VALUES

- **Excellence** We are passionate about providing our audiences with outstanding experiences.
- **Creativity** We encourage smart risk-taking, learning and change through creativity.
- **Connection** We connect and energize our community through arts and culture.
- **Respect** We are a company whose relationships are based on mutual respect.



MANDURAH PERFORMING ARTS CENTRE

ABOUT THE ROLE

The Mandurah Performing Arts Incorporated (MPA Inc.) Board is responsible for setting strategies in consultation with the CEO and over-seeing the business operations of Mandurah Performing Arts Centre (ManPAC).

The Chair of the Board plays a pivotal role in the governance and strategic direction of ManPAC.

As the highest-ranking officer of the Board, the Chair provides leadership, vision and guidance to ensure the organisation achieves its vision and fulfills its responsibilities to stakeholders. As the Chair you will play a pivotal role in guiding ManPAC towards its strategic goals and ensuring the continued success of our cultural initiatives.

This position requires a passionate advocate for the arts, a strategic thinker and an effective communicator who can collaborate with diverse stakeholders to advance the goals of ManPAC.

The successful applicant will have:

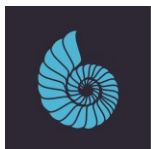
- Demonstrated experience within the arts and entertainment industry at senior level with knowledge of venue operations.
- Demonstrated commitment to the arts and a deep appreciation for its cultural, educational and social significance.
- Proven leadership experience, ideally in a board or executive role within a non-for-profit organisation, or as an executive of a venue, performing arts, entertainment organisation.
- Strong strategic thinking skills, with the ability to develop and implement a vision, set goals and drive results.
- Excellent communication and interpersonal skills, with the ability to engage and inspire diverse stakeholders and build consensus.
- Experience in financial management, fundraising or business development, with a track record of success in generating revenue and managing budgets.
- Knowledge of governance principles and a commitment to upholding the highest ethical standards.
- High ethical standards, integrity and a commitment to fostering diversity, equity, and inclusion in all aspects of organisational operations.

In assessing applications, the Board will consider the relevant business experience of all applicants. A mix of experience and skills including arts and culture, venue management, financial management and organisational development are required.

The remuneration for this position is \$10,000 per year.

Applications will be reviewed on a rolling basis until the position is filled.

To apply for this position please email a covering letter and current resume via email to the Secretary of the Board: Christine Magor at Christine.Magor@manpac.com.au



MANDURAH PERFORMING ARTS CENTRE

DUTIES & RESPONSIBILITIES

Leadership and Governance:

- Provide leadership to the Board of Directors and oversee the governance structure, policies and practices of the organisation.
- Periodically review and improve the organisation's governance structure and policies to ensure they remain effective and aligned with best practices.
- Oversee the Board's activities by chairing the meetings, setting agendas, facilitating discussions and ensuring productive outcomes.
- Foster a culture of transparency, accountability and collaboration among Board Members and with organisational leadership.
- Identify and mitigate risks to the organisation, including financial, reputational, and operational risks through Risk Management.
- Provide mentorship, support and guidance to Board Members, fostering their professional development and engagement for the organisation's vision.

Strategic Leadership:

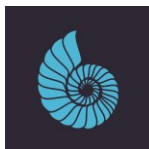
- Provide visionary leadership in alignment with the organisation's vision, values and strategic objectives.
- Work collaboratively with the Board, CEO and key stakeholders to develop and implement strategic plans for ManPAC.
- Identify opportunities for growth, innovation and sustainability in alignment with the organisation's vision and strategic goals.
- Monitor industry trends, assess risks and anticipate challenges to proactively address issues impacting the organisation's success.

Advocacy and Community Relations:

- Function as an ambassador for the Centre, foster positive relationships with the community and stakeholders, including government officials, donors, sponsors, patrons and community stakeholders.
- Advocate for the support of performing arts and the organisation at local, state and national levels.
- Serve as a passionate advocate for the performing arts centre, promoting its vision, programs and impact within the community and beyond.

Financial Oversight and Fundraising:

- Work closely with Board Members, the CEO and Finance Manager to ensure the organisation maintains sound financial management practices, including budgeting, financial reporting and internal controls.
- Collaborate and consult with the CEO and Finance Manager for any Human Resources requirements, annual budget preparations and review the monthly finance reports to ensure that the allocated budget stays within the restraints of that budget.
- Work closely with the CEO, Board Members and City of Mandurah to cultivate relationships with donors, sponsors and funding partners to secure financial support for the organisation.



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SKILL REQUIREMENTS

- **Arts and Entertainment Industry:** Demonstrated high level experience within the arts and entertainment industry. Demonstrated commitment and passion for the arts, as well as knowledge of trends and developments in the industry.
- **Venue Operations:** Understanding and knowledge of daily venue operations including Facility Management, Marketing, Venue Bookings, Technical, Front of House and Box Office Management.
- **Leadership:** Ability to lead and motivate a diverse group of Board Members toward common goals and provide guidance and support to the CEO.
- **Strategic Thinking Skills:** Capacity to develop and implement strategies that align with the organisation's vision, purpose and values.
- **Adaptability:** Flexibility to adapt to changing circumstances in the arts and entertainment sector, such as shifts in funding sources, audience preferences or technological advancements.
- **Financial Acumen:** Understanding of budgeting, financial planning and financial management to ensure the organisation's sustainability and growth.
- **Fundraising Skills:** Experience in cultivating relationships with donors, sponsors and funding agencies to secure financial support for programs and operations.
- **Governance:** Familiarity with governance best practices, as well as adherence to relevant regulations and policies.
- **Communication:** Effective communication abilities and interpersonal skills to articulate the organisation's vision and goals to Board Members, staff and stakeholders including patrons, community members and government officials.
- **Conflict Resolution:** Skill in navigating conflicts and differences of opinion within the Board and resolving them constructively to maintain a cohesive and productive governance structure.
- **Risk Management:** Ability to identify and mitigate risks to the organisation's reputation, finances, and operations, while also embracing innovation and experimentation in programming.
- **Advocacy:** Experience or ability to advocate for the performing arts and the organisation at local, state and national levels.
- **Team Player:** Willingness to collaborate with fellow board members, staff and volunteers in a spirit of mutual respect and cooperation, fostering a positive and supportive organisational culture.
- **Board Oversight and Development:** Experience with providing guidance, direction and accountability to a Board of Directors and conducting assessments and evaluations of board performance, effectiveness and composition.

KEY RELATIONSHIPS

KEY WORKING RELATIONSHIPS	<ul style="list-style-type: none"> • MPA Inc. Board Members • ManPAC CEO • ManPAC Finance Manager • ManPAC Board Secretary • ManPAC Staff • FOMPAC (Friends of ManPAC)
KEY EXTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> • City of Mandurah • State Government • Sponsors • Donors