

## **Collingwood Yards Business Manager**

### **Exciting new role as Business Manager for Melbourne's leading creative arts precinct.**

Full time position with salary of \$85,000 p.a

Located at Collingwood Yards: 35 Johnston Street, Collingwood.

Application closing date: 10 December

Collingwood Yards is at an exciting stage of growth. The precinct of fifty creative businesses is now fully tenanted and open to the public. We are attracting considerable interest and need an experienced colleague to help manage growth in this period of possibility and change. Our small team welcomes a rigorous business manager to ensure that our processes match the potential of our creative community.

The Business Manager will lead and manage the business side of Collingwood Yard's operations. The focus of the role is upon strong financial and business operations management.

#### **Who you are (essential criteria)**

- You have extensive business management experience and a strong track record of high-level business administration.
- You have a proven track record in financial management, reporting, budget management, audits and high level financial planning.
- You have strong commercial, administrative and project management skills.
- You have experience with accounting packages such as Xero.
- You have cultural awareness and sensitivity to working with people from diverse backgrounds.
- You have strong interpersonal, verbal and written communication skills.
- You are a flexible, team player, able to work under pressure and adapt to changing circumstances.

## **Who you might be (desired but not essential)**

- You have a qualification in finance and or business management.
- You have an understanding of the unique business management conditions for a not-for-profit arts company.
- You have experience with tenants and leasing procedures including leasing software.
- You have an interest in contemporary art and community engaged art.

## **Who we are**

Collingwood Yards is a creative arts precinct run by Contemporary Arts Precincts (CAP), a not for profit social enterprise. The community at Collingwood Yards includes organisations and artists, staff, volunteers and community members and community organisations. The precinct is an open community and visitor destination, with a popular restaurant, cafe and a rooftop bar. We have four galleries on site as well as creative retailers. Our courtyard is the location for a lively events program and we are soon to enjoy an outdoor stage, shared with our neighbours at Circus Oz. The precinct is attracting significant interest nationally and internationally, both as an attractive place to visit and work, and also as an example of a new kind of community resource, fueled by ideas from some of Australia's leading creatives.

## **What we offer**

- A job where your work will contribute to meaningful social change and impact upon people from all walks of life.
- A lively and engaging work environment, where you come into daily contact with creative people and their communities.
- A culturally safe workplace where difference is celebrated.
- A culture of collaboration and teamwork.

## **How to apply**

- To apply for this role, please fill out the form at this [link](https://airtable.com/shrz8tKmpJEYhLpdu): <https://airtable.com/shrz8tKmpJEYhLpdu>. This will ask you some short questions and make space for you to attach a cover letter and CV.
- Even if you do not meet all the criteria outlined in this ad, we strongly encourage you to apply, especially if you are from a culturally diverse background.
- Applications close Friday 10 December

For more information about this role, email: [sophie@collingwoodyards.org](mailto:sophie@collingwoodyards.org)