

The logo consists of a black square containing the letters 'C', 'A', and 'P' in white, separated by diagonal slashes.

COLLINGWOOD YARDS

Job title:	General Manager
Organisation:	Collingwood Yards
Location:	35 Johnston St Collingwood
Start Date:	September 2023
Salary:	\$100,000 plus superannuation (11%)
Mode:	Full time, 1 FTE
Duration:	Permanent ongoing
Reports to:	Chief Executive Officer (CEO)
Supervises:	Operations Team

About this role

We are seeking an experienced and dynamic General Manager of Collingwood Yards. This newly developed role is responsible for leading operations and business strategies at Collingwood Yards, with a strong focus on 4 key areas: **Operations Management, Finance Management, Facilities & Asset Management and Lease & Tenancy Management**

The General Manager is responsible for ensuring the smooth functioning of the Collingwood Yards precinct, optimising its operational efficiency, supporting a thriving team culture, and fostering a vibrant arts community within the facility. The role reports to the Chief Executive Officer and is supported by a Business Administrator. This full-time position requires a dynamic individual with a strong background in facilities and leasing management, a passion for the arts sector and keen business acumen. This role represents an exciting opportunity for an experienced manager to contribute to the growth and success of Collingwood Yards in the dynamic creative arts sector. If you have a passion for both facilities management and the creative arts, and possess the necessary qualifications and experience, we encourage you to apply and be a key driver in supporting the creative arts community.

About Collingwood Yards

Collingwood Yards is a creative arts precinct in the heart of Collingwood managed by Contemporary Arts Precincts, a charitable social enterprise. The community at Collingwood Yards is home to over fifty organisations and artists' studios, including individual artists, arts organisations, staff, volunteers, community organisations, retail stores and hospitality venues. The site has a rich history of First Peoples cultural and creative practice, and First Peoples creative, artistic and community practice is a vital part of the precinct.

Collingwood Yards consists of three multi-storey buildings from the former Collingwood Technical School, connected by an open central courtyard. It is open to the public and attracts significant interest nationally and internationally.

Key Responsibilities

Operations Team Management

- Appoint, lead and manage the three person Operations Team fostering a positive work culture and promoting teamwork, collaboration and professional growth.
- Oversee effective day-to-day operations of the precinct, ensuring that facilities are well-maintained and suitable for tenant needs, activities and events.
- Conduct performance reviews, provide regular feedback, and facilitate professional development opportunities for team members.
- Implement service-oriented management approaches to optimise operational and business efficiency.
- Review and develop operational plans, policies, procedures and protocols.

Finance Management

- Develop and manage the annual operating and capital budgets for the precinct, including capital improvement projects, ensuring financial sustainability and efficient resource allocation.
- Monitor revenue streams, including leasing income and grants, and implement strategies to maximise revenue generation and implement cost-effective measures to optimise resources.
- Manage financial risk mitigation strategies and oversee the Risk Register and Contracts Register
- Monitor financial performance against budget expectations, review financial reports and work with the Treasurer for all reporting to the Board and Finances, Audit and Risk Management (**FARM**) sub-committee.
- Oversee annual audit processes, post-audit review of audit outcomes, and end-of-year financials report.
- Work with the Business Administrator and external experts to prepare financial reports, forecasts, and analysis for senior management and stakeholders, ensuring transparency and accountability.

Facilities & Asset Management

- Oversee the planning and execution of facility improvement and capital works projects ensuring they are completed on time and within budget.
- Develop, implement, and streamline processes and systems, including reviewing digital infrastructure, to enhance operational effectiveness and resource allocation.
- Implement operational plans to ensure effective physical infrastructure, including buildings, plant, infrastructure, grounds, and common areas.
- Develop and implement maintenance plans, manage service contracts, and oversee repairs and renovations as needed.
- Implement sustainable practices and initiatives to minimise the precinct's environmental impact.
- Oversee and coordinate courtyard events and project management.
- Lead the mitigation of physical risk and the delivery of best practice and continuous improvement across the precinct.

Lease & Tenancy Management

- Build and maintain strong working relationships with key stakeholders and tenants ensuring the delivery of high valued customer service experiences
- Develop and implement leasing strategies to attract and retain diverse tenants, including artists, cultural organisations, and creative businesses as an ongoing contribution to the organisation's financial sustainability.
- Oversee lease negotiations, agreements, and renewals, ensuring compliance with legal requirements and industry standards.
- Support to tenants to address their needs, resolve issues, and foster a supportive and collaborative environment.
- Collaborate with the Chief Engagement Officer to promote available spaces and attract potential tenants.
- Coordinate with external vendors and contractors for necessary services and facility improvements.
- Convene and conduct key meetings including team and tenant meetings, YCG and CY-Ops, gather feedback, and implement improvements based on tenant input.
- Foster opportunities for collaboration and networking among tenants. Facilitate regular opportunities for meetings, workshops, and events where artists can interact, share ideas, and collaborate on projects, including team and tenant meetings, YCG and CY-Ops.
- Stay up to date with regulations in the creative arts sector and proactively address any compliance issues.

Qualifications and Skills

- Tertiary education in Business Management, Arts Administration, or a related field.
- Proven experience in operations, leasing, facilities and financial management, preferably within the arts or cultural sector.
- Strong knowledge of leasing practices, contract negotiations, and facility maintenance coupled with a solid business acumen.
- Strong financial acumen, including budgeting, financial analysis, and reporting.
- Knowledge of legal and regulatory frameworks related to leasing and facility management in the creative arts sector.
- Passion for the arts and a commitment to supporting the growth and development of the arts community.
- Strong leadership, interpersonal and communication skills with networking and relationship-building abilities. Willingness to work outside normal office hours on occasion.
- Ability to build and support strong relationships with tenants, artists, community groups, government agencies, funding bodies, and other relevant stakeholders.
- Ability to collaborate with the CEO and Board to develop and implement long-term strategies.
- Experience preparing reports on the performance and achievements of the organisation to the CEO and Board, as well as to external stakeholders.
- Proven experience in leading small teams within a fast-paced and resource constrained environment and the capacity to work in a dynamic sector.

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.
- Competitive salary and salary sacrificing
- Professional development opportunities

How to apply

To apply, please fill out the form at this link:

<https://airtable.com/appiuyvjOjy1EAJQJ/shrvVuouEKAHFUptp>

This will ask you some short questions and make space for you to attach a cover letter and CV and to supply contact details for your referees. Please contact ceo@collingwoodyards.org for all further enquiries.