



CANBERRA
INTERNATIONAL
MUSIC
FESTIVAL

Position Description	General manager
Reports to	Chair and Board, Canberra International Music Festival
Close working relationship	Artistic director
Salary	\$98,000 pa pro-rated, 11% superannuation, work cover and leave conditions apply, in addition to salary.
Position Type	.6 FTE
Position Location	Canberra or as negotiated

Founded in 1994 as a chamber music festival, the Canberra International Music Festival (CIMF) has developed into a coherent and intellectually stimulating journey in music connected to Canberra’s unique cultural collections and architectural sites. CIMF’s artistic scope now embraces the breadth of the Western classical tradition alongside classical traditions from around the world, diverse Indigenous music, and the spectrum of contemporary art music.

About the Position

The General Manager (GM) will hold a central role within CIMF. Working in close association with the Artistic Director (AD), the GM will work to deliver the annual festival and maintain the operations of the organisation.

The GM is responsible for the operations, management, fund raising, finances and communications between staff, board and stakeholders.

The GM will play a pivotal role in shaping the strategic direction of the organisation playing a major role within a small team.

The GM is accountable directly to the CIMF Board, reporting to the chair, and works closely with the AD. The position involves weekends and evening work, as required. The position is listed as .6FTE, which is an accurate average, but requires flexibility to match work schedules to program demands, meaning it will be more than full-time at specific points of the year, and less than .6FTE at others, by mutual agreement and planned arrangement.

Location: CIMF’s office is located in the Ainslie Arts centre in Elouera St., Braddon. There is some scope for working at home but regular time spent in the office with the team is important.

Key attributes in the role:

- Demonstrated professional experience in arts administration or business management
- Excellent oral and written communication skills
- Financial management skills
- Enabling leadership style which is open, collaborative and respectful; a team player
- Fundraising success (e.g. government grants, private giving and philanthropy)
- Ability to work independently and show self-initiative
- Understanding of and love for the performing arts
- Ambitious for and enthusiastic about Canberra, with the ability to advocate eloquently on behalf of the Festival, aligned with long term strategy of both CIMF and ACT Tourism
- High personal credibility, trust, enthusiasm and integrity
- Flexible, able to work across multiple genres and venues

Key expectations and responsibilities in the role:

- Manage CIMF's daily operations effectively, provide leadership for CIMF team, assist in shaping and delivering the organisation's strategic direction
- Work closely with AD to deliver annual festival, effectively balancing artistic innovation, audience development and commercial imperatives within agreed budgets
- Liaise regularly with and report to the Board through the Chair, ensuring program and direction remain aligned with the Festival's agreed strategic directions
- Identify and deliver opportunities for philanthropy and development.
- Work with marketing team and copywriters to deliver accurate and compelling content for publicity and programs
- Identify and leverage opportunities, in collaboration with the AD and relevant staff, to expand revenue and/or control costs.
- Maintain strong networks within the music and broader Canberra arts community
- Leverage excellent communication skills, able to engage a broad range of stakeholders, encouraging their active support of CIMF
- Make a positive contribution to the organisational culture, implementing best practice diversity, equality and inclusion principles across employment, commissioning and production responsibilities
- Adhere to the CIMF policies.