



AUSTRALIAN
INTERNATIONAL
DOCUMENTARY
CONFERENCE

PO BOX 81
FLINDERS LANE
MELBOURNE VIC 8009
AUSTRALIA

INFO@AIDC.COM.AU
WWW.AIDC.COM.AU

ABN 31 098 558 313

GENERAL MANAGER POSITION DESCRIPTION

Position:	General Manager
Term:	Full time.
Start Date:	12 July (negotiable)
End Date:	30 June 2022
Location:	Melbourne, Australia
Reports To:	CEO / Creative Director
Direct Reports:	Event Manager (contract) Registration and Guest Services Coordinator (contract) UX Specialist (contract) AIDC Admin Coordinator (contract)
Salary:	Salary Package is commensurate with the role in this small NPF organisation and will be provided on request.

Organisational Context

Established in 1987, AIDC is a not-for-profit organisation committed to the sustainability of documentary, factual and unscripted storytelling in all screen and digital forms. Serving both the commercial and creative needs of the industry, AIDC organises a marketplace for documentary and factual product, showcases the work of Australian and international producers, and creates a forum to discuss content, craft, technology and future directions. Our goal is to connect creators, purveyors and viewers of nonfiction screen content in ways that promote business, inspire creativity and ignite social change.

Governed by a Board of Directors, the AIDC Ltd is a not-for-profit entity with an annual turnover of approximately \$1 million. A large conference occurs annually in February/March each year with the organisation running smaller events, activities and screenings throughout the year. Having received triennial funding from Film Victoria and ACMI, the conference will take place in Victoria for 2022/2023 but may then move states depending on funding in future years.

Position Summary

AIDC is looking for a General Manager to oversee AIDC's internal operations, business development and business affairs for an annual conference as well as a small program of year-round activities.

The General Manager reports to the CEO/Creative Director. The position is full-time and based in Melbourne and is required to meet annual Key Performance Indicators.

The General Manager is responsible for AIDC's operations and business affairs including organisational administration, finances, human resources, governance, legals and systems management to ensure the efficient running of the organisation and the effective delivery of AIDC's events and programs. They are also responsible for establishing, implementing and overseeing the systems required to deliver the AIDC conference, and at all times ensure they reflect the overall conference vision set out by the CEO/Creative Director.

The General Manager will supervise the work undertaken by contractors employed for the conference including the Event Manager, Registrations & Guest Services Coordinator, UX Specialist and Administration Coordinator and will work strategically and collaboratively with the executive team to determine workflows and processes to deliver the annual conference and associated events.

The General Manager will have an additional direct reporting line to the Co-Chairs of AIDC and will from time to time undertake specific duties at the request of the Co-Chairs as required.

The ideal candidate will have high level business management and operations experience and the ability to inspire and lead the event and administration team to ensure maximum efficiency and productivity to deliver events to schedule and budget.

Key Responsibilities

1. Work closely with the CEO/Creative Director and the Board to set and implement the AIDC strategic and business plans and oversee all matters of board management including board meetings, planning days and board governance requirements.
2. Manage AIDC's operations including the organisation's business affairs, legal requirements, staffing, systems, operational policies, appropriate allocation of resources and reporting and acquittals, ensuring all governance obligations are met in relation to the operation of a company limited by guarantee.
3. Oversee the financial management of the organisation including budget setting and management, financial record keeping and audit preparation, financial and tax reporting, banking, accounts payable/receivable, payroll, credit card and reporting on financials to the AIDC board.'

4. Work closely with the CEO/Creative Director to ensure effective stakeholder management of existing government funders, identify new funding opportunities and contribute to the preparation of funding submissions. Oversee funding agreements and ensure accurate and timely reporting, deliverables and funding acquittals.
5. Oversee the AIDC online registration systems and processes and manage the Registrations and Guest Services Coordinator to deliver a premium experience for delegates and guests. With the CEO/Creative Director, set realistic registration targets and pass types that reflect the goals laid out in the strategic plan.
6. Oversee the work undertaken by the Event Manager ensuring venues, staffing, budgets, workflows and systems are in place to successfully deliver the conference. Work with the Event Manager to recruit contract event staff to ensure the smooth delivery of the physical aspects of the conference.
7. Establish, implement and oversee the systems required to manage AIDC operations and the AIDC conference including the CRM database, online event platform and registration system. Design and implement work flows to improve efficacy and productivity and ensure adequate training and IT support systems are in place for AIDC staff to effectively utilise the systems.
8. Manage the back-end office systems to ensure effective management of online and physical record keeping; including HR records, legal contracts, staff employment, supplier and service agreements, the asset and risk register and facilitate IT support services. Oversee all aspects of the front-end office administration including office/desk hire, IT and office equipment acquisitions and allocation to staff and AIDC storage facility management.
9. Recruit and manage a team of staff, including providing direction and setting performance outcomes while promoting a positive and supportive organisational environment in order to ensure the efficient operation of the organisation and successful delivery of the annual conference.

Selection Criteria

1. Previous business management experience encompassing successful financial and business management skills including budget forecasting, strategic and business planning, budget acquittals and reporting and financial audits in a small not-for-profit arts or business enterprise or small arts or business organisation.
2. High level operational management skills with a demonstrated ability to successfully manage the day-to-day operations of a small organisation including systems management, human resources, office management, logistics.

3. Excellent governance skills with demonstrated experience overseeing legal and governance obligations, government reporting and board management preferably for the operation of a company limited by guarantee.
4. Demonstrated experience establishing, implementing and overseeing IT systems to improve efficacy and productivity and to ensure the successful project management and delivery of day-to-day operations, projects and events.
5. Demonstrated leadership experience, including the ability to oversee operations for a conference, festival or event with a sound understanding of registrations, guest services, event logistics and the ability to provide expert advice and practical support to ensure the successful management of the event.
6. Demonstrated high-level organisational skills with the ability to take direction, set and monitor own as well as team goals, work under pressure, plan own workload and delegate effectively.
7. Excellent written and verbal communication skills, including well-developed funding application and reporting skills and the ability to openly and effectively communicate and collaborate with internal and external stakeholders including AIDC executive team and contractors, board members, funders and partners.
8. The ability to build, lead and inspire teams and to work with the CEO/ Creative Director to create a supportive organisational environment that facilitates staff wellbeing and a positive workplace culture.
9. High level of digital and online literacy, including experience with Microsoft Office, CRMs, Google Docs for business, Zoom and Xero.
10. Demonstrated knowledge of or interest in the Australian and International documentary and factual sector is preferable.

KEY PERFORMANCE INDICATORS

1. Accurate forecasting and management of the conference and organisational budget
2. Successful management of AIDC's registration and CRM systems
3. Successful management of AIDC's operations and event management
4. Successful management of the legal governance obligations of AIDC
5. Effective contributions to funding applications and partnership proposals
6. Timely and accurate monthly and end-of-year financial reports
7. Timely and accurate government funding reporting and acquittals
8. Timely and accurate delivery of board papers
9. Successful management of the back-office functions of AIDC
10. Successful staff management and contribution to positive workplace culture.

Applications

This is a contract position commencing 12 July (negotiable) and running until June 30, 2022. This contract may be renewed for a further period to be negotiated subject to meeting requisite KPIs.

For confidential enquiries contact: Kate Pappas (AIDC Board Co-Chair) kate@wilding.tv
/ Natasha Gadd (AIDC CEO/Creative Director) natasha@aidc.com.au

Please submit a cover letter addressing the key selection criteria (of no more than 3 pages) as well as your CV and relevant contact details to: natasha@aidc.com.au

Applications Close: Friday 02 July, 23:59 AEST