COUNTRY ARTS SA

ROLE DESCRIPTION

ROLE TITLE: ARTS CENTRES LEADER **CLASSIFICATION:** ASO-7 **EMPLOYMENT TYPE:** TERM	**TEAM:** EXPERIENCES **LOCATION:** ADELAIDE **DATE:** October 2026
REPORTS TO: Chief Operating Officer	**ROLES REPORTING TO THIS ROLE:** Operation & Arts Centre Managers

ROLE PURPOSE: Responsible for the development and promotion of the network of arts centres as viable artistic and cultural precincts, creating dynamic spaces fit for arts and culture and maximising the business development potential to build long term sustainability.

KEY RESPONSIBILITIES OF ROLE:

1. **Leadership & Culture** – Lead and support arts centre managers to develop inspiring, creative, culturally safe and inclusive centres that serve diverse communities across their catchments.
2. **Business Development** – Drive business growth through venue utilisation, diversified hiring opportunities and ticket revenue optimisation and sponsorships and partnerships.
3. **First Nations Engagement** – Partner with the First Nations team, Elders and communities to strengthen cultural representation and opportunities for First Nations artists and audiences.
4. **Partnerships & Audiences** – Build strategic partnerships that broaden artistic offerings, enhance audience experiences and increase participation in the arts.
5. **Financial Management** – Develop and manage sustainable budgets to ensure effective resourcing and long-term viability of the arts centres network.
6. **Infrastructure Delivery** – Collaborate on the planning and delivery of infrastructure upgrades across arts centres.
7. **Planning & Reporting** – Lead business planning, reporting and documentation that demonstrates the arts centre network's impact.
8. **Commercial Optimisation** – Identify and implement improvements to commercial hire operations, systems, processes, pricing, customer experience and revenue generation.
9. **Workforce Leadership** – Lead workforce planning and foster a high-performing team that maximises individual and collective capability.
10. **Strategic Contribution** – Contribute to the achievement of organisational objectives, including the Strategic Plan, Reconciliation Action Plan and other organisation-wide priorities.

KEY RELATIONSHIPS:

- Internally: Work closely with Arts Centre Managers, Operations Managers and their teams, and the Experiences, Sustainability and Marketing and Development Leaders and their teams.
- Externally: Work closely with community, government and industry leaders, sponsors, donors, artists and arts groups, community and commercial hirers, touring companies.

SPECIAL CONDITIONS:

- Frequent out of hours work may be required.
- Occasional intrastate/interstate travel may be required.
- Hold a current Australian Driver's Licence.
- A valid Department of Human Services Child Related Employment Screening is required. A Working with Children Check (WWCC) is required. By applying for this role, you consent to being screened for appropriate behaviour and to the Department obtaining or requiring you to obtain a WWCC.
- Current First Aid Certification
- Required to participate in the Country Arts SA Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the line manager.

KEY SELECTION CRITERIA:

- A passion for the arts and a solid understanding of the creative ecosystem, the place of arts centres and experience with regional communities.
- Extensive experience in a similar senior level role, utilising strategic planning and critical thinking to steer a team to deliver positive and sustainable results.
- Experience in developing and facilitating the implementation of business initiatives that result in increased usage, revenue, partnerships and sponsorships.
- High level management experience of theatres and venues including on-line ticketing systems.
- Experience working collaboratively to develop effective working relationships with peers, staff, and stakeholders to deliver quality and timely communications and services and maintain a positive approach to work in a changing environment.
- Demonstrated entrepreneurial skills and ability to secure business partnerships and investment from a variety of sources, with a demonstrated commitment to continuous business improvement.
- Strong interpersonal skills and experience in managing, empowering, inspiring, and developing a team to meet organisational objectives.
- Sound knowledge of and experience in financial and budget management and corporate governance, risk management, intellectual property, procurement, legal and compliance frameworks, WHS and applying sustainable practices.

Desirable

- Appropriate tertiary qualification in arts, business, or related discipline.
- Sound knowledge of the arts industry in South Australia and of arts funding processes.
- A passion for the arts and a solid understanding of the creative ecosystem, the place of arts centres and experience with regional communities.

YOU DEMONSTRATE OUR VALUES:

Our Values are central to the way we work to create trust and connectedness and are the cornerstones for how we interact with industry, community, business partners, governments and each other:

- **Care –** Prioritises wellbeing, showing empathy, compassion, and support for self and others.
- **Courage –** Acts bravely, speaks up, and pushes through challenges despite discomfort or fear.
- **Integrity –** Does the right thing consistently, demonstrating honesty, accountability, and ethical behaviour.
- **Passion –** Brings energy, purpose, and commitment, driving motivation, creativity, and teamwork.
- **Respect –** Treats others with dignity and values diverse perspectives, fostering an inclusive and supportive environment

WORK HEALTH AND SAFETY OBLIGATIONS:

- Maintain a commitment to the Work Health and Safety Act 2014 legislative requirements.
- Proactively promote and follow workplace safety procedures and contribute to creating a safe working environment.
- Accept responsibility for your own and other's safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate**.**

CORPORATE RESPONSIBILITIES:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009,* Ethical Conduct and the Code of Ethics for *South Australian Public Sector* and their legislative requirements.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

Supports and Implements the Strategic Direction

☒ Understands the big-picture and contributes to the development of strategic direction.
☒ Understands and supports organisational goals and business objectives.
☒ Understands, supports and promotes organisational goals and business objectives.
☒ Steers and implements change.
☒ Identifies, defines and solves complex problems relating to the teams work objectives.
☒ Identifies broader factors, trends and influences across the Public Service that may impact on the teams work objectives.

Achieves Results

☒ Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes.
☒ Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result.
☒ Ensures compliance with Public Sector legislation, regulations and policies.
☒ Monitors project performance and takes action to improve the delivery of quality outcomes as required.
☒ Values specialist expertise and capitalises on the knowledge and skills of self and others.

Enhances Business Excellence

☒ Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these.
☒ Keeps abreast of market trends, developments and economic/ legislative changes to meet current and future organisational needs.
☒ Identifies learning opportunities. Gives timely praise and recognition. Deals with underperformance promptly, and works towards agreed performance standards.
☒ Embeds a strong customer service ethos by understanding needs.
☒ Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources.

Cultivates Productive Working Relationships

☒ Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns.
☒ Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict.
☒ Works collaboratively and shares information with own team and seeks input from others.
☒ Builds and sustains positive relationships with team members, stakeholders and clients.
☒ Confidently communicates messages in a clear and concise manner using appropriate language.

Exhibits Personal Drive and Professionalism

☒ Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.

☒ Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them.
☒ Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner.
☒ Self-evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self-development.
☒ Contributes to a culture that values and respects diversity and models this in all interactions.
☒ Ensures standards for the safety and wellbeing of self and others are maintained.