Executive Director

THEATRE KIMBERLEY

Job Pack

The Shorebird Quest 2023, photo by Jalaru Photography

Executive Director

Lead an innovative arts organisation in one of Australia's most unique regions

Based in Broome, WA, Theatre Kimberley (TK) is a dynamic not-for-profit arts organisation celebrated for circus, puppetry, and unique outreach residencies on remote communities. For over 30 years, we've delivered a vibrant program of arts training and performances across the West Kimberley—creating high-quality opportunities that connect local communities with artists and bring Kimberley stories to life.

Our inclusive programs and productions are valued for their creativity and impact. They contribute to growth and wellbeing, build skills, and provide industry and community development experience.

We are seeking an Executive Director to work closely in a collaborative co-leadership role with the Artistic Director with both reporting to the TK Board. This pivotal role ensures TK's sustainability and growth, with responsibilities across operations, governance, strategy, finance, funding, partnerships, HR, evaluation, and sector engagement.

Together with the Artistic Director, the Executive Director plays a key advocacy role for TK within the cultural and performing arts industries, with major stakeholders, and in the broader community.

More about the role

Hours: Full-time/.9FTE (9 day fortnight) negotiable
Contract: 2 year fixed term contract with the probability of extension (funding dependent)
Salary range: $75,000 - $85,000 per annum pro rata plus superannuation
Reports to: Theatre Kimberley Board of Management
Direct Reports: Finance Officer/Bookkeeper, Administrative Assistant

Key Responsibilities:

The Executive Director will:

- Manage day-to-day operations effectively and efficiently
- Line-manage administrative and finance staff
- Manage compliance requirements (ATO, ACNC, WA Associations, Insurance)
- Develop and maintain operational funding applications, reporting, and acquittals
- Lead philanthropic relationships, source and manage new opportunities
- Work closely with the Artistic Director, TK Board and staff as the lead for strategic planning, operational plans, and the Annual Report

In close collaboration with the Artistic Director, they will:

- Ensure TK's ways of working are culturally aware and respectful, particularly when engaging with Kimberley First Nations communities.
- Liaise with Government ministers and departmental staff and represent TK at sector and government forums
- Work with the Finance Officer to ensure accurate financial management and reporting
- Co-lead HR processes for staff and contractors.
- Work closely with the TK Board to contribute to policy development and review
- Develop and embed evaluation strategies to measure impact and inform continuous improvement

We’re looking for someone who:

- Has a strong commitment to co-leadership with demonstrated experience in collaborative leadership
- Has proven experience in arts or not-for-profit management.
- Brings excellent communication, organisational, and leadership skills.
- Has demonstrated experience with financial management, compliance, and governance.
- Can balance the detail of administration with the big picture of strategy and partnerships.
- Values cultural awareness and is excited to work with diverse Kimberley communities

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Selection Criteria:

Essential

- A strong commitment to co-leadership with demonstrated experience working collaboratively at leadership level.
- Demonstrated experience in arts or not-for-profit management, with strong operational and governance knowledge.
- Ability to think strategically and solve problems creatively with limited resources.
- Commitment to ensuring cultural awareness and respect in organisational practices.
- Excellent written and verbal communication skills.
- Proven financial management skills, including budgeting, monitoring, and reporting.
- Strong organisational and administrative skills, with the ability to manage competing priorities.
- Strong interpersonal and leadership skills, with experience managing staff and working collaboratively with Boards.
- Ability to represent the organisation in government, community, and arts sector contexts.
- Experience in fundraising, philanthropy, partnership development and stakeholder engagement.

Highly Desirable

- Knowledge of the Kimberley region, particularly First Nations engagement, and remote community contexts.
- Strong knowledge of arts sector trends and advocacy.
- Experienced grant writer.
- Experience in the arts.

Desirable

- Qualifications in the arts.
- Leadership qualifications and/or experience managing small, diverse teams in dynamic environments.
- Experience securing sponsorships, partnerships, and philanthropic support, and diversifying income streams.
- Experience liaising with government ministers, officers, and departmental staff.

Other Information:

- Position based in Broome, WA, with some occasional travel to remote communities and Perth.
- Occasional out-of-hours and weekend work for stakeholder engagement, events, and performances.
- A 3-month probation period applies.
- Current ‘C’ Class WA Driver’s License, Federal Police Clearance, and Working with Children Check required.
- Relocation allowance available.
- See Executive Director JDF here.

How to Apply:

Please email the following to admin@theatrekimberley.org.au

1. Your current CV
2. A cover letter addressing key selection criteria - no more than 3 pages
3. Contact details for two professional referees.

Any questions regarding the application process, please email admin@theatrekimberley.org.au
For any questions regarding the position, please contact Meredith Bell, Artistic Director - artisticdirector@theatrekimberley.org.au or on 0439 984 003
