



schoolhousstudios.com.au

Schoolhouse Studios is looking for a new Director and Business Manager.

We are seeking someone with:

- a passion for community building, creative industries and the arts
- business management experience
- business administration and operations experience

As the Director and Business Manager of Schoolhouse Studios this person will be required to drive and grow the business, financially and creatively. As the leader of the organisation they will be required to manage staff, programing, expenditure and communication with the board.

Schoolhouse Studios Director and Business Manager 2018

Breakdown of Tasks

4 days
\$60k per year pro rata

Administration and Management

As the Director and Business Manager of Schoolhouse Studios you will be required to drive and grow the business, financially and creatively. As the leader of the organization you will be required to manage staff, programing, expenditure and communication with the board.

1. Financial Management
 - a. Manage and oversee all basic financial matters including accounts payable/receivable, bank reconciliations, managing studio rent and financial reporting to the Board.
2. Studio Management
 - a. Managing the occupancy of both Schoolhouse Studios sites. Liaising with new artists, distribution of keys and general correspondence.
3. Building maintenance

- a. Liaising with landlord and contractors in regard to basic building maintenance across both Schoolhouse sites.

4. Office Coordination

- a. Manage the tenant lease agreements and bond
- b. Ensure Schoolhouse Studios complies with regulations in regards to OHS, financial records and permits
- c. Maintain accurate files and an organised office
- d. Manage Board meetings, minutes and agendas.

Programing and Marketing

1. Marketing / PR

Weekly social media communication for events and happenings at Schoolhouse Studios. Including website updates, newsletter and monthly exhibition promotion.

2. Events

- a. Program selection, event co-ordination and communication in regard to all Schoolhouse Studios events.
- b. Managing all venue hire enquiries, (quoting, billing etc.).
- c. Managing alcohol stock and training and supervising bar staff.

Skills, Experience & Attributes required:

- Strong written and oral communication skills
- Ability to work independently and self motivate.
- Effective and creative problem solving skills
- Strong program management skills

Inquiries: Tali Polichtuk
hello@schoolhousstudios.com.au

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SCHOOLHOUSE
STUDIOS

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- Strong computer skills in Microsoft Office and basic understanding of Xero accounting, Mailchimp, Wordpress and Indesign.
- Confidence and skill in using Social Media (Instagram, Facebook, Twitter etc.).
- Some knowledge and experience in business finance
- Passion for promoting and prioritising safe spaces for people of all abilities, queer, trans and gender diverse people, first peoples and people with diverse intersectional ethnic identities.
- Positive personality and outlook on life
- Flexible and resourceful and experience in working in a not-for-profit organisation with limited resources.

If you are interested in applying for this role. Please send through a 1 page cover letter describing your understanding of and previous engagement with Schoolhouse Studios and any relevant experience.

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