

Position Description – Business Operations Manager

8 July 2025

Position Purpose

The Business Operations Manager works closely with the Executive Director to ensure the financial health and operational efficiency of Australian Dance Theatre. This role manages business operations, financial processes, venue coordination, and supplier relationships to support the Company's overall mission, as well as providing governance support.

The role is responsible for the management of the Company's home venue, currently The Odeon (Norwood, SA), and supports activities at LOFT (Lion Arts Centre).

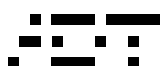
Key Competencies

- Leadership and teamwork – demonstrated ability to lead when required and collaborate effectively with team members
- Operations management and coordination – ability to oversee multiple operational streams and coordinate activities across different areas of the business
- Problem solving and creativity – ability to think laterally, solve problems and devise creative solutions
- Cultural awareness and adaptability – sensitivity to working with people from diverse backgrounds and ability to adapt to changing circumstances

Hours of Work	Up to 0.8 FTE (to be negotiated)
Term	24 months
Reports to	Executive Director
Salary range	\$80,000 - \$100,000 FTE + Super

Significant Working Relationships

Internal	External
Executive Director Production Manager Artistic Director Executive Producer	Accountants / bookkeepers Suppliers Venue hirers



Australian Dance Theatre

Key Accountabilities

Financial Operations

- Manage general ledger, accounts payable/receivable, payroll and financial transactions
- Working with the Executive Director, Executive Producer and Production Manager prepare annual budgets, monthly forecasting and reports
- Coordinate audits and ensure statutory reporting (ATO, ACNC, ASIC, funders)
- Monitor cash flow, government funding acquittals and grant compliance
- Maintain financial policies and governance procedures

Venue & Facility Operations

- Coordinate smooth running of Company facilities and maintenance activities
- Manage venue hire administration and client relationships
- Oversee contractor relationships and compliance testing schedules
- Support internal events and coordinate venue bookings
- Implement WHS policies and risk assessment processes

Commercial & Supplier Management

- Develop and manage relationships with major suppliers
- Oversee procurement processes and contract negotiations
- Coordinate supplier performance and resolve commercial issues
- Maintain supplier databases and contract management systems

Systems & Process Improvement

- Lead development of new business operation systems
- Identify operational efficiency opportunities
- Coordinate workflow for smooth daily operations
- Support delivery of performance engagements through effective systems

Administrative Operations

- Provide high-level administrative support to Executive Director
- Manage company records, databases and office systems
- Support funding application development, deadline management and acquittal processes
- Coordinate information and work with Auditors to support delivery of the Annual Report



Australian Dance Theatre

Governance Support

- Support Board meetings including agenda and paper distribution and minute-taking
- Maintain Board and committee records, resolutions and action item tracking
- Coordinate Board member induction, communications and meeting logistics
- Assist with Annual General Meeting preparation and statutory member requirements
- Support governance policy development and review processes
- Maintain company registers (members, directors, conflicts of interest)

Position Requirements

Essential

- 5+ years' experience in business operations or finance, preferably in arts/cultural organisations
- Qualifications in Business Administration, Operations Management or related field
- Demonstrated financial operations and bookkeeping experience
- Working knowledge of accounting software (MYOB) and Microsoft 365
- Experience supporting Board operations or committee administration
- Experience with venue operations
- Strong operational management and project management skills
- Excellent communication skills with cultural awareness
- High level of discretion and attention to detail
- Current Working with Children Check and Driver's Licence

Desirable

- WHS and compliance experience
- Previous not-for-profit experience
- Understanding of not-for-profit governance requirements and ACNC standards



Australian Dance Theatre

About ADT

We make rebellious dance.

Since our inception, we've expanded the horizons of contemporary dance in this country. Our work asks big questions, unearth untold stories and shake the very core of our identity. We create cutting-edge choreographies where the ancient and the contemporary collide.

Led by Artistic Director Daniel Riley and Executive Director Nick Hays, ADT is made up of an ensemble of professional dancers, supported by a dedicated team of staff, ADT centres artistry, care and collective creativity.

We are based on Kurna Yerta and take our work across South Australia, Australia and the world.

Application Details

Applications for this role are now open and will close at 5pm (ACST) on Friday 25 July. Applications can be sent to hr@adt.org.au.

Please include the following:

- A one-page cover letter responding to the key accountabilities listed in this description
- An up-to-date CV
- The contact details of up to three references

If you have queries, or would like to learn more about the role, please contact Executive Director Nick Hays at nick@adt.org.au.

