

Management Positions

These management positions are supplementary to the roles of Editor, Development & Program Coordinator and Digital Producer.

Deputy Chair

Over the course of a year, the Deputy Chair will shadow and support the Chair, with the opportunity to succeed as Chair at the end of 2023. Applicants who are eager to develop arts leadership skills will be considered favourably.

Responsibilities

- Maintain effective budget, financial management
- Maintain regular contact with the Chair to stay up-to-date on what needs to be actioned.
- Be available and in contact with all members of the board.
- Sign legal and financial documents on behalf of the board.
- Act as the Chair when they are absent.
- Support the Chair to make key decisions and develop strategies for the organisation.
- Be on the lookout for opportunities for the organisation.
- Act as ambassador for, and promote the work of, the organisation online or at industry events and when in contact with industry stakeholders.