

Call for Expressions of Interest for Direction of ReadyMade Works

ReadyMade Works (RMW) is a not-for-profit organisation whose core business is to support a sustainable and vibrant ecology for the independent dance community in Sydney. Well-loved by our community, we are unashamedly lo-fi with a passion for the craft. After five and a half years led by our founder, Samantha Chester, we are looking for a new director(s) to lead the programming and management of the organisation into its next stage.

Closing date for EOIs: 31 October 2018 to justine@inmidflight.com.

About the organisation:

We are a small organisation run by artists, for artists.

We have five interconnected objectives:

1. To build connections between the independent dance community and the greater community.
2. To help dance artists develop skills and competencies through supporting programs like the independent dance Classes (IDC), the residency program, professional development workshops with guest artists and subsidised space to work.
3. To develop artistic opportunities and to connect with the broader arts community through platforms and collaborations for performance and new work through programs like Happy Hour and First Run.
4. To encourage the health of the dance community by providing access to affordable dance studio space to exchange ideas and practices.
5. To establish and maintain financial sustainability through independent income streams and maintenance of space for hire to support the operation of the organisation.

The organisation is an Incorporated Association registered in NSW. The director(s) reports to a Board of Management comprised of experienced arts practitioners and managers. We are currently in our sixth year of operation, housed in a studio in inner city Ultimo, provided through a Creative Spaces Accommodation Grant from the City of Sydney. Our current subsidised lease runs until 2021.

With an annual turnover of approximately \$75k, our current business model earns \$30k in rental income to cover core-operating costs, with additional funding sought for other projects. Currently we operate with a volunteer director and Board members, and we hire a part-time paid studio manager to take care of the day-to-day operations of studio rental, cleaning, etc.

About the position:

The director(s) will be an ambassador for RMW and will ensure that our program responds to the current needs of the independent dance sector. We are looking for someone who is 'on-the-ground' and a key stakeholder within the Sydney dance community. Key accountabilities include:

1. **Studio:** managing day-to-day operations and maintenance of the studio, in consultation with our landlord, the City of Sydney; including managing studio bookings, hire agreements, payments, access to the space, cleaning and maintenance.
2. **Program:** curating and delivering programs that enhance the organisation's goals and objectives (for example, residencies, showings, classes, workshops, etc.).
3. **Finance:** maintaining accurate financial records for the organisation in MYOB; processing payments from hirers and to suppliers; budget forecasting; applying for grants and fundraising to support our program, and successfully acquitting all grants; preparing financial reports for the Board.
4. **Communications:** maintaining and developing relationships with the dance community, hirers, potential audiences, and key stakeholders the City of Sydney and other funders through e-news, social media, our website, and face-to-face.
5. **Governance:** maintaining accurate and up-to-date records for the organisation in compliance with all statutory requirements; participating in strategic planning with the Board.

Over the last five years, RMW has adopted various organisational structures as we have adapted to changes in our environment. Our current model includes two volunteer co-directors (approx. 10-15 hrs/wk), and a part-time paid studio manager (10 hrs/wk; \$15k pa). This is not the only model possible however—you could propose something different, e.g. combining these roles into the director position, hiring a paid bookkeeper or general manager, applying as a team with a co-director, or another model altogether.

What we need in your EOI:

1. Your creative vision for the organisation (800 words max)--what do you think ReadyMade is and could be?
2. Your organisational vision--specifically outline all the skills (bookkeeping, venue management, programming, etc.) that you bring, and make a pitch for the organisational model that would best work for you and us. What other support would you need?
3. Information about you--please tailor a 300-word biographical overview about yourself that includes details of your experience relevant to the position and specifically addresses your relationship to the independent dance sector; in addition attach a full CV.
4. Contact details for three referees, including one that identifies as a member of the Sydney independent dance community, and one that has worked with you in a supervisory role. We will notify you before contacting referees.

Questions?

Contact ReadyMade Chair Justine Shih Pearson at justine@inmidflight.com.