

PABLOS ART STUDIO INC.

ROLE: **General Manager**

RELATIONSHIPS: Reports to Pablos Board

Responsible for all Pablos staff

Functional Relationships: Studio artists, Arts Access Aotearoa,
Funding agencies

- Lead staff in the development and delivery of quality services targeted at maintaining mental health/wellbeing, and the development of a culture that supports participation, independence, growth and creates an environment for recovery.
- Manage relationships with key customers and stakeholders (including primary funders, mental health agencies, Pablos Board and Pablos Artists) and foster connections and networks with individuals and organisations that support and enrich the work of the organisation.
- Ensure Pablos remains a leading Creative Space in the innovative and professional provision of creative opportunities and access to, and inclusion through the arts for maintaining mental health/wellbeing.
- Review, update and adhere to Pablos operational management procedures and policies and management systems.

KEY OBJECTIVES

LEADERSHIP AND DIRECTION

- Direct management of Pablos employees including staff recruitment, and induction, performance planning and reviews. Ensure staff have opportunities for appropriate professional development and training.
- Ensure staffing is adequately resourced to provide the service offered.
- Provide direction and support for staff. Maintain a culture that enables staff to work well as a team and to develop and take initiative.
- Investigate/mediate staff/artist concerns and refer to Pablos Board as appropriate.
- Collaborate with staff and Board on the strategic direction of the organisation and maintenance of the annual operating plan.
- To act as a spokesperson for Pablos and advocate for staff and artists in the arts and mental wellbeing communities.
- Ensure the Pablos workspace is maintained to a condition that allows productivity and wellbeing.

- Lead regular staff and studio meetings.
- Oversee the orientation programmes for artists/staff and volunteers.
- Tiriti o Waitangi Obligations

COMMUNITY OUTREACH

- Identify community needs and outreach opportunities and promote the work of the organisation to deliver programmes in the community.
- Building and maintaining relationships within the wider community.

ADMINISTRATION

- Management/ Oversee financial and administrative processes.
- Work with the Treasurer on the annual operating budget and monitor financial performance and position.
- Approve the purchase of art supplies and other supplier payments, staff payroll.
- Approve staff work rosters and timesheets.
- Oversee property maintenance and provide point of contact with building owners.

FUNDING AND FUNDRAISING

- Oversee the funding processes in conjunction with the Funding Coordinator. Ensure all funding requirements including reporting are met in a timely manner.
- Responsible for Pablos Annual Art Auction.
- Responsible for identifying funding opportunities and developing strong and positive relationships with funders and other stakeholders.

SERVICE PROVISION & CULTURE

- Coordinate the development of programmes and interface between studio & exhibitions to ensure the delivery and opportunities in the studio are consistent with the mission and aims of the organisation.
- Approve internal and external staff workshop services to artists.
- Ensure the physical, emotional, and environmental aspects of the studio are conducive to creating a culture of participation, individual responsibility, and Mental Wellbeing.
- ensure communication and information from the studio is clear and accessible for Pablos artists to maximize their sense of inclusion and opportunities for involvement.

- Establish and maintain an inclusive, accessible, and culturally appropriate environment.

MANAGEMENT and OPERATIONAL REQUIREMENTS

- report to the Pablos Board. Produce a monthly activity report and attend Board meetings.
- work with the Board in a collaborative and effective manner to ensure an efficient link between governance and operational aspects of the organisation.
- ensure the organisation meets legislative, contractual and internal procedural requirements, including the contractual reporting requirements of funding agencies.

SKILLS AND COMPETENCIES

Essential Requirements:

- Possess relevant tertiary qualification, arts, arts administration, or management.
- Strong leadership and people management experience with ability to respond to people with Deaf and disabilities and/or other marginalized communities.
- Strong time management skills and ability to prioritise multiple tasks.
- Demonstrated ability to oversee and collaborate with staff.
- Interest and knowledge about arts processes and self-taught art.
- Experience working in the mental health sector community day service.
- Highly motivated, with strong self-discipline.
- Excellent social media and written and oral communication skills. Computer literate including Microsoft and Google Suites
- Full and clean driver's licence
- Strong commitment to working in a multicultural environment.

Desirable Requirements:

- Previous experience in the not-for-profit sector, community engagement and network development.
- Active fundraising experience. Excellent funder relations skills and understanding of the funding community.

- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Experience and skill in working with a Board.
- Event management and exhibition experience.
- Experience working with Xero