



POSITION DESCRIPTION: General Manager

Position: General Manager

Reports to: Board of Management

Location: Adelaide, South Australia

Employment type: Permanent, full time

Salary: \$90,000–\$100,000 p.a. + superannuation

Application deadline: Wednesday 20 September 2026

Commencement: mid-late November 2026

This is an exciting opportunity for an ambitious arts leader to take the reins of an established and highly regarded South Australian arts organisation and play a significant role in shaping its next chapter.

Working alongside the Artistic Director and Creative Producer, the General Manager will have the opportunity to lead the organisation's business and financial sustainability, build strategic partnerships, grow its funding and profile, and support the continued development and touring of Patch's acclaimed work nationally and internationally.

This is a role with real influence, variety and opportunity. You will work across strategy, finance, fundraising, people, governance, advocacy and artistic delivery – gaining broad senior leadership experience while contributing to an organisation with a strong reputation, ambitious creative vision and meaningful impact for children and communities.

POSITION SUMMARY

The **General Manager** is a senior leadership role responsible for the effective strategic, financial and operational management of Patch Theatre.

As a member of the Senior Management Team comprising the Artistic Director, Creative Producer and General Manager, this role is jointly responsible to the Board of Management.

The role leads **financial management, fundraising and funding, business operations, HR, governance, risk management and organisational systems**, while overseeing marketing, communications and stakeholder relationships. The General Manager works closely with the creative team to support the development, presentation and touring of Patch's work nationally and internationally.

The role requires a **collaborative, commercially and financially astute leader** who can work effectively with the Board, staff, government and arts-sector partners, while balancing artistic ambition with organisational capacity and resources.

Key areas of responsibility:

- Strategic and business planning
- Financial management, budgeting and risk

- Government funding, grants, philanthropy and fundraising
- Marketing, communications and organisational profile
- HR, industrial relations, WHS and staff leadership
- Board reporting and incorporated association governance
- Touring, producing and program oversight
- Administration, systems, technology and facilities
- National and international stakeholder and industry relationships

The ideal candidate brings strong arts or not-for-profit management experience, excellent financial and organisational skills, proven funding success, strong communication and relationship-building abilities, and the capacity to lead collaboratively in a small, fast-paced organisation. Familiarity with the performing arts sector, relevant awards and funding environments is highly desirable.

SELECTION CRITERIA

1. Strategic and organisational leadership

Demonstrated experience leading the strategic, operational and organisational development of a small to medium-sized arts or not-for-profit organisation, with the ability to translate strategy into effective plans, priorities and outcomes.

2. Financial management

Exemplary financial management skills, including responsibility for budgets, cash flow, financial reporting, forecasting, risk management and financial controls, with the ability to balance artistic ambition with financial sustainability.

3. Fundraising, funding and stakeholder engagement

Proven success in securing and managing government funding, grants, philanthropy, and other revenue streams, including strong grant writing, acquittal and relationship-management skills.

4. People, Governance & Risk

Demonstrated experience in people leadership, HR, WHS and industrial relations within a small organisation, together with the ability to foster a positive, collaborative workplace culture. Proven ability to work effectively with a Board and ensure strong governance, legal compliance and organisational risk management.

5. Partnerships, Marketing & Sector Leadership

Highly developed communication, relationship-building and networking skills, with the ability to represent Patch at state, national and international levels. Experience developing organisational profile, marketing and communications, and building productive relationships with artists, staff, Board members, government, funders, presenters, partners and other stakeholders at local, national and international levels.

6. Arts Leadership, Producing & Touring

Strong understanding of the performing arts sector, ideally including Theatre for

Young Audiences, and demonstrated experience supporting the development, presentation and touring of artistic work. Ability to work closely with creative and producing teams and manage complex programs across metropolitan, regional, national and international contexts.

7. Adaptability, initiative and problem-solving

Highly organised and proactive, with the ability to prioritise, manage competing demands, solve problems and make sound decisions in a fast-paced, resource-conscious environment. Demonstrated initiative, resilience, creativity and enthusiasm.

Essential qualifications and experience:

- Demonstrated management experience in the **arts, cultural or not-for-profit sector**.
- Significant experience in **financial and organisational management**.
- Proven success in **government funding, philanthropy and/or fundraising**.
- Experience working with a **Board or governance body**.
- Strong knowledge of **HR, WHS and industrial relations**.
- Willingness to undertake intrastate, interstate and occasional international travel.

Desirable:

- Relevant tertiary qualification.
- Knowledge of **Theatre for Young Audiences and/or the performing arts sector**.
- Knowledge of the **Live Performance Award** and relevant performing arts employment agreements.
- A well-developed knowledge of State and Federal arts funding programs

ABOUT PATCH THEATRE

Patch Theatre creates visually captivating performances for 4–8 year olds and their families, exploring how children see the world. Patch's works place children at the centre of the performance promoting imagination, wonder and discovery.

Founded on Kaurna Yerta, South Australia in 1972, Patch has produced 120 unique works and won numerous awards. Each year, Patch provides inspirational, design-rich theatre experiences to over 50,000 children, capturing the imaginations of young audiences worldwide.