POSITION: BUSINESS MANAGER – IAD P

LEVEL: IAD Senior Officer range

DEPARTMENT: IAD P

RESPONSIBLE TO: General Manager

Primary objective

The position of Business Manager IAD P is responsible for the day-to-day operations of the department, including staff leadership and supervision. The Business Manager takes responsibility for the delivery of IAD P for publishing program, involving dedicated internal liaison with other IAD departments, strong project management, budgetary and financial management skills. The Business Manager is responsible for liaising with funding bodies, and networking with industry stakeholders, while maintaining productive working relationships with other stakeholders – Arrernte Elders, Indigenous communities and individuals, organisations etc. The Business Manager will seek out and attract new funding opportunities for the department. While experience in the publishing industry will be viewed favourably, the Business Manager will be assisted in the short-term through a mentoring relationship with the previous Business Manager.

DUTY STATEMENT

Staff management

Supervise staff; oversee project planning and execution
Conduct performance reviews as required
Approve relevant leave
Ensure IAD staff and recruitment polices and procedures are adhered to

Admin/finance

Prepare and administer departmental budgets
Oversee the development of accurate royalty statement and payment of royalties to creators
Approve secondary licensing requests
Assist staff in the preparation of project budgets and job costings
Approve orders and petty cash expenditure within delegations; keep staff informed of financial situation
Compile IAD P contribution to IAD’s Annual Report
Maintain diary of events

Promotion

Coordinate the development of marketing strategies and consult on marketing plans for individual titles
Coordinate IAD P web requirements with the Sales Assistant and General Manager.
Supervise preparation of ads, flyers etc. and organisation of launches
Evaluate IAD P’s presence at various conferences, marketplaces, local and national events
Co-ordinate all relevant personnel in pre- and post-production marketing
Sales & distribution

Liaise with Arrernte Elders, customers, distributors (policy level)
Keep up-to-date on stock levels and sales figures
Analyse sales and marketing and plan for the future

Book production

Lead the development of the forward publishing list and management of backlist inventory, including the need for reprints
Supervise timely assessment of (un)solicited manuscripts and ensure authors/contributors are regularly informed of project progress
Evaluate the need to engage consultants in editorial, production and design and draft appropriate consultancy engagements
Oversee editorial and design processes to ensure smooth and timely execution of projects
Maintain publishing projects within budget to ensure effective margins
Obtain legal advice with regard to possible libel issues where necessary

Stakeholder Relations

Request book publishing approvals from IAD Management Committee
Attend Management Committee and other meetings as required
Attend relevant community events and represent IAD on official occasions
Maintain effective internal and external communications

Contracts and agreements

Negotiate and draft: publishing contracts, distribution agreements, contracts for sale of rights, co-publishing agreements, and consultancy engagements
Approve customer credit applications
Communicate contracted royalty information to Marketing & Media Officer and Customer Service Officer

Funding

Maintain contact with funding bodies
Seek out potential new funding sources
Prepare funding applications and, with relevant staff, prepare acquittal reports

Training

Co-ordinate training and staff professional development in line with IAD policies
SELECTION CRITERIA

Applicants should endeavour to address each criterion in no more than 200 words. Examples of skills and experience that demonstrate how the criterion is met should be given.

Essential

- Demonstrated understanding of and sensitivity to Aboriginal culture and law, in particular that Elders are carriers of deep cultural and language wisdom and knowledge and that this can be used to inform communications, product and process development, rights and responsibilities of creators and producers.
- Demonstrated capacity to establish rapport with and adapt to creators from various cultural backgrounds
- Demonstrated ability to quickly understand work environments and to absorb the corporate ethos
- High-level experience in a producing environment, preferably one leading to the creation, marketing and selling of physical product
- Understanding of business and financial planning/budgeting and maximising financial performance
- High-level communication, literacy and numeracy skills
- Computer literacy within a Macintosh platform of all Windows programs
- High level administration skills, including the ability to prioritise and schedule work effectively within tight budgetary constraints
- Familiarity with rights management e.g. copyright, ICIP etc.
- Ability to negotiate contracts and agreements
- Capacity to work in close association with industry professionals, both in house and externally
- Current NT “C” Class and police check

Desirable

- Book industry experience or the willingness to learn
- Computer literacy in MYOB and InDesign software

Tenure Offered

Appointment to this position will be subject to a successful police check. Ongoing employment will be subject to a satisfactory review of performance on completion of an initial 3-month probationary period. Employment is currently offered to 30 December 2013.

The Institute for Aboriginal Development is an equal opportunity employer. Aboriginal and Torres Strait Islander people are strongly encouraged to apply.