

POSITION DESCRIPTION

Job Title	Manager, The Sisters of Invention
Reporting to	Creative Director
Location	Brighton, South Australia
Hours	Part time role - hours will vary depending on performances, deliverables and ongoing funding

About Tutti

Our vision is that learning disabled and neurodiverse people seize their rightful place at the centre of arts and culture.

Our purpose is to shine the light on the astonishing art of learning disabled and neurodiverse people.

Tutti is a multi-arts organisation who believe in the talents of disabled creators who work with us across visual art, theatre, music, screen, dance, and technology.

The work we do is underpinned by the Social Model of Disability, Disability Justice, Disability Leadership and Disability Allyship.

An excellent understanding of Tutti's programs, philosophy, and artist goals is required to ensure the successful delivery of its programs

The Sisters Of Invention

The Sisters of Invention - Aimee Crathern, Michelle Hall, Caroline Hardy and Annika Hooper – are an all-female pop group with disability based at Tutti Arts, a multi arts hub for disabled artists in Adelaide. The Sisters write and produce original songs, collaborating with industry powerhouses Michael Ross (Electric Fields) Kathie Renner (Vincent's Chair) and Mario Spate (aka Badcop). Determined to challenge society's pre-conceived ideas about who can be a pop star, the group has just released their second album "Stranger" which will build on the success of their self-titled debut album.

Role Purpose

The role of the manager is to promote, shape and curate the work and performance opportunities for The Sisters of Invention. This includes booking gigs, plan album projects, album releases and tours, create marketing and merchandising strategies. This also includes maintaining consistent look and feel for The Sisters of Invention presentation, branding and quality of performances.

Responsibilities

The Managers responsibilities include:

- 1. Negotiating Performance Opportunities and Contracts:** Negotiating contracts and attending performances. The manager acts as a liaison between the Sisters and key players in the music industry to secure appropriate contracts and deals. The manager is responsible to handle the business affairs of the group and to ensure that they are making sound creative decisions.
- 2. Performance and Touring:** Coordinate the Sisters performances and touring schedule, ensuring the highest standard of professional performance are delivered and all access requirements and support needs are met. Work with The Sisters to develop performances and suitable touring schedules for interstate and international performance.
- 3. Marketing and Promotion:** Develop a marketing plan for The Sisters of Invention that effectively promotes The Sisters music (2 albums) and enhance market position in line with current trends in contemporary music and pop culture, and reinforce branding as professional music artists. Ensure consistency in presentation of The Sisters. This includes management of online content including social media and streaming platforms.
- 4. Artist development:** Identify creative opportunities for The Sisters, including collaborations, creative developments so as to continue to grow and create new work that is cutting edge and contemporary. Provide contacts in the industry with music producers or other artists who can collaborate and help them grow as artists.
- 5. Financial Management:** Create and manage budgets associated with the Sisters of Invention, performances, tours, recordings in line with Tutti Arts policies and procedures.
- 6. Seeking and applying for funding opportunities:** Attract ongoing funding to support new work, project and management.

Standard Workplace Requirements

All employees must:

- Conduct their duties in accordance with Tutti's Purpose, Vision and Values Statement.
- Contribute to the Goals of the organisation as identified by Tutti's Strategic Plan.
- Comply with Tutti's conditions of employment, specifically the Code of Conduct, and Confidentiality Agreement, and other generally applicable policies and procedures.
- Complete compliance training requirements within the appropriate timeframe as directed from time to time

- Be aware of their own physical and mental wellbeing and present themselves in a fit state to conduct their duties
- Actively participate in performance reviews, and mandatory training as required
- Maintain satisfactory Work Clearances as required by Tutti.
 - NDIS workers Check
- Be willing to work reasonable additional hours to meet specific role requirements
- Any other responsibilities in line with the classification of the role.
- The responsibilities of the Position Description may be altered in accordance with the changing requirements of the role.

Work, Health and Safety

All employees must:

- Understand and follow workplace safety policy, procedure, and practice, identify hazards, and contribute to a safe working environment.
- Report to their line manager or a member of the senior team any identified potential risks.
- Complete hazard and incident reports as per procedure.
- Ensure all mandatory training is completed and up to date

Leadership

- Ensure that the health and safety of staff, participants, students, volunteers, participants are not put at risk
- Ensure performance and breakout areas are hazard free and in accordance with safe work practices, policy, and procedure
- Lead a work environment that is free of discrimination, harassment, and bullying
- Ensure all mandatory training is completed and up to date for those under your leadership

Reporting Relationships and Key Stakeholders

Reports directly to the Creative Director works closely with a variety of stakeholders which may include but not limited to the Senior Leadership team (General Manager, Arts Manager and Marketing Manager) and Program Coordinators, Team Leaders, support staff, participants, and guest artists.

The role will engage with music industry connections to promote Tutti. They will proactively collaborate and create opportunities to build and positively promote Tutti's profile in the arts sector and the community.

Key Selection Criteria

<i>Essential</i>	<i>Desirable</i>
<p>Experience Proven experience as a Band or Music Manager</p>	<p>Experience Experience in working with Disabled artists</p>
<p>Skills Strong negotiation and networking skills The ability to handle stressful or difficult situations</p>	<p>Skills Good conflict resolution skills</p>
<p>Knowledge Sound Knowledge of the music industry Excellent problem solving and decision-making skills Exceptional communication, time management and organisational skills</p>	<p>Knowledge Social Model of Disability</p>
<p>Personal Attributes Trustworthy, creative and persuasive</p>	

Employee Signature _____

Date _____

Employee Name

Employer (authorised person)

Signature _____

Date _____

Name

Position _____