

JUTE Theatre Company is a Company Limited by Guarantee, Not for Profit, and is on the Register of Cultural Organisations with Gift Deductibility status. The Board of Directors are drawn from the professional business, community and arts sector in Cairns, Brisbane and Melbourne.

We are seeking a Board Member with skills and qualifications in financial management and accounting to join our dynamic board of directors.

In accepting their positions, Board members agree to provide sound governance and effective leadership to the organisation by ensuring that the organisation has:

- Clear strategic directions and achievable plans in line with its purpose and values
- Adequate resources to carry out its work
- Competent personnel
- An effective policy framework to guide its work, implement its plans and meet its obligations
- Adequate internal controls to ensure sound financial management, risk management and legal compliance
- Adequate internal accountability mechanisms to ensure compliance with policies and procedures and to monitor organisational performance.

The key responsibilities of the Board Directors are to set the direction for the organisation, to monitor its performance and to maintain control of the organisation, ensuring that it stays on track according to agreed priorities and planned activities.

Ideal candidates will have:

- **Qualifications and experience in Accounting/Financial Management**
- **An understanding of and/or interest in the performing arts, particularly theatre**
- **A strong commitment to cross-cultural engagement, including First Nations engagement**
- **A strong commitment to collaborative decision making**
- **Effective communication skills**
- **Experience in corporate governance in the context of a not for profit organisation**

COMMITMENT REQUIRED

The Board meets either virtually during COVID and for our out-of-town based Directors or at our home at Bulmba-ja Arts Centre in Cairns, once a month on the last Thursday of the month. Board directors should anticipate a minimum time commitment of up to 5 hours per month, which includes preparation for and attendance at Board meetings (approximately 1.5 – 2 hours), and in some instances providing financial advice for the Artistic Director/CEO and the outsourced Accountant.

Directors are expected to demonstrate their commitment to the organisation by attending all meetings and opening nights and sponsor events.

Bulmba-ja Arts Centre
96 Abbott Street
CAIRNS, QLD 4870
07 4281 6832
INFO@JUTE.COM.AU
WWW.JUTE.COM.AU

Our volunteer Board plays a crucial governance role in the organisation and Directors are appointed for a three-year term.

There is no financial membership requirement and the members of the Company are the members of the board.

About the organisation

Organisation Name : Just Us Theatre Ensemble Trading as JUTE Theatre Company

JUTE is a company rendered unique by place, brimming with unique voices and stories, choosing to see difference as strength. JUTE is a nationally recognised and multi-award-winning company and is a leader in the regional theatre sector.

JUTE's story is a simple one; the best stories are. Yet, like all the best stories, ours is rich with courage, resilience, hope and joy. It began with a simple passionate idea, but one that has endured for almost 30 years, engaging the talents and the hearts of artists and audiences alike. Over time, our story has developed a compelling plot; one that twists and turns, adapts and refines, delivering satisfying experiences time after time. But our story is also grounded in reality; with a clear eye on the practical challenges of the current world and foreseeable landscape. It is a story with no denouement in sight – for it has a vision, a mission and a strategy to build upon its past successes and to forge ahead into a bright and ambitious future.

JUTE is uniquely placed to promote diversity through the performing arts from its base in northern Queensland. It has the proven capability, through a series of successful collaborations, to witness its creative impact being realised deep into the regions beyond. And JUTE has a long history of developing theatre makers – writers, actors, creatives and production teams – and daring to tell stories that challenge, inspire and bring us together ... through the power and magic of theatre.

JUTE does this by:

- Developing, producing and touring exceptional theatre experiences
- Nurturing and presenting cultural diversity through theatre including the work of Indigenous artists
- Being a catalyst for regional and international partnerships, co-productions and touring
- Developing audiences through multiple channel delivery of work, education and engagement
- Organisational efficiency, effectiveness and resilience
- Financially astute, commercially and growth oriented

JUTE is funded by a range of federal, state and local government and philanthropic long term and project grants and undertakes fee for service creative projects.

JUTE has a small staff of 6 full-time and 1 part time lead by one of the three founders of the company, Artistic Director/CEO Suellen Maunder. The positions include Indigenous and non-Indigenous Creative Producers, Business Operations Manager, Business Development/Marketing Manager, Production Assistant and Admin Assistant. JUTE outsources its accounting and bookkeeping, IT, PR and Social Media services and engages approximately 70 contracted/employed theatre makers in our creative projects per year.

Please send your Expression of Interest including your CV and names of two professional referees to info@jute.com.au

For further information please contact Suellen Maunder, Artistic Director/CEO on 07 4281 6832 or suellen@jute.com.au

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