

# **TADA, SADA AND STAND FOUNDATION JOINT OPERATIONS MANAGER**

## **JOB DESCRIPTION**

### **Preamble**

The Theatre and Dance Alliance (TADA), South African Dance Alliance (SADA) and Sustaining Theatre and Dance (STAND) Foundation seeks to appoint a highly skilled and experienced Operations Manager to work across all three entities.

Rather than each organisation having its own administrative secretariat, these three entities will seek to develop a co-operative model where – given their overlapping interests and areas of engagement – one administrative base can serve all three entities.

While initially being located within the STAND Foundation's Secretariat, the Operations Manager will provide administrative support and ensure that the administrative fundamentals are in place and maintained for all three organisations. S/he will also be accountable to the governing structures of all three entities through a collective comprising at least one representative from each organisation, while on a day-to-day basis working as part of STAND's secretariat.

### **Tasks**

The Operations Manager will be required to undertake the following tasks:

1. Compliance
  - 1.1. to ensure that each entity has its registration documents in order
  - 1.2. to ensure that each entity's registration, finance and related documents are stored safely and are easily accessible in electronic form
  - 1.3. to produce a compliance checklist for each organisation with dates as appropriate
  - 1.4. to ensure that each organisation complies with the registration, tax and other legal requirements
  - 1.5. to ensure that all and new Board and/or Steering Committee members are educated and informed about their constitutional and fiduciary roles
2. Policies
  - 2.1. to draft, amend, adapt and ensure that each organisation has appropriate policies in place (e.g conflicts of interest policies, Codes of Conduct for leadership and members, etc)
  - 2.2. to compile online archives of all policies for each organisation for easy access, including public access where appropriate
3. Meetings
  - 3.1. to construct and maintain an annual calendar of monthly meetings of the Steering Committees/Exco/Board of each organisation
  - 3.2. to attend all meetings of each Steering Committee or Board of each organisation and provide reports as required
  - 3.3. to take minutes or ensure that minutes are taken of each Steering Committee/Board/Exco meeting and of other meetings/initiatives deemed important by the collective
  - 3.4. to host, manage and record meetings that are conducted online
  - 3.5. to distribute the minutes and summary of key decisions and required actions within 48 hours of the relevant meeting

4. Databases
  - 4.1.to oversee the development and maintenance of transversal and organisation-specific databases including
    - 4.1.1. membership databases for SADA and TADA
    - 4.1.2. political decision-makers and senior bureaucrats responsible for dance and theatre at national, provincial and local levels
    - 4.1.3. audience databases
  - 4.2.to ensure that the databases of each organisation is used in accordance with the POPI Act
  - 4.3.to manage access to the databases and ensure that they are sufficiently protected
5. Communication
  - 5.1.while not undertaking any communication, to ensure that each organisation has functional social media (website, Twitter, Facebook, Instagram)
  - 5.2.to coordinate with the communications teams of each entity, the production and distribution of monthly newsletters to the membership/subscriber databases of each entity
6. Year Plans
  - 6.1.to assist each entity in devising a year plan and to look for overlapping and conflicting events and activities to ensure that the activities of each entity complements each other
  - 6.2.to monitor and report on the progress being made in implementing the year plans of each entity
7. Budgets
  - 7.1.to drive the compilation of budgets for each organisation and that the budgets are passed by the relevant governing authority
  - 7.2.to ensure regular reports to the Steering Committee/EXCO/Board of each entity that reflect the expenditure and income and the relationship of these to the adopted budgets
8. Fundraising
  - 8.1.to attend and actively participate in meetings and committees dedicated to fundraising for the three entities
  - 8.2.to drive the implementation of fundraising strategies
  - 8.3.to monitor and report on the successes and challenges of fundraising
9. Financial management
  - 9.1.to ensure that each entity has a bank account
  - 9.2.to ensure that each entity has professionally-produced monthly financial statements
  - 9.3.to draft an income, expenditure and risk management plan for each entity
10. Office management
  - 10.1.if the entities are housed in a physical office space, to manage all aspects related to such space include rental of the space, rental of equipment, managing the space, etc
  - 10.2.to manage and programme the use of space and resources by the three entities and/or outside entities where appropriate
  - 10.3.to devise and employ templates for administrative purposes: invoicing, rentals, etc

11. Management of staff and service providers

11.1.to devise and oversee the contracts of staff, independent contractors and other service providers contracted to serve the entities as a collective or individually

11.2.to assist in the recruitment, drafting of job descriptions, probations and evaluations of staff and service providers

12. Coordinating and overseeing logistics

12.1.to ensure that activities undertaken by the three entities are soundly administered and managed

12.2.to oversee the logistics of major activities and projects of the three entities

12.3.to devise checklists that service providers may use in managing and implementing projects on behalf of any of the organisations

13. General

13.1.to identify gaps and challenges and provide/offer solutions where necessary

13.2.to ensure the administrative health of each entity to underpin and its effectiveness