04.07.2025

Position description and application process

**Business Manager**

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| Location | Salamanca Arts Centre, Hobart, Tasmania |
| Reporting to | CEO/Executive Producer |
| Employment type | 0.8 FTE (negotiable up to 1.0 FTE if including Bookkeeper role) |
| Salary | $80,000 pro-rata at 0.8 FTE  (or $100,000 per-annum full-time) |
| Contract duration | 2-year fixed term (with 12-week probation) |
| Preferred start date | Monday 25 August 2025 |
| Applications close | Monday 28 July 2025, 10am |

**Key relationships**

**Supervises:** Bookkeeper

**Works closely with:** Artistic Director, Production Manager, Marketing and Development Manager

**Liaises with:** Contractors, board members, project leads, and touring personnel

**Entitlements and special conditions**

Standard superannuation, work cover and leave conditions apply. Some out-of-hours work may be required. Terrapin offers a flexible, hybrid workplace including one work-from-home day per week and a time-in-lieu system.

**About Terrapin**

Terrapin puts what matters in motion. Exploring beyond the borders of contemporary puppetry, our purpose is to make lives better, shift realities and create connections, and we’ve been doing it for over 45 years.

As we build worlds, create stories and craft characters we connect contemporary artists with intergenerational audiences—locally, nationally and internationally—through work in theatres, public space, and projects that drive social change and connection.

Terrapin is a company committed to growth—both artistic and organisational. We are actively working on building a strong, inclusive and values-based culture where creative excellence and professional care go hand in hand. You’ll be joining a team that is collaborative, curious and committed to making bold work with purpose.

**Position overview**

This is a key leadership role at Terrapin, working closely with the Executive Producer and Artistic Director to ensure the smooth, sustainable running of the organisation. The Business Manager is responsible for financial oversight, contracting, office systems, compliance, and human resources.

This role would suit someone who thrives in a creative environment, enjoys a wide-ranging scope, and wants to contribute meaningfully to a growing and future-focused organisation.

**Key responsibilities**

**Financial management**

• Co-develop and manage annual and project budgets

• Lead monthly forecasting and financial reporting for management and Board

• Prepare grant budgets and acquittals

• Support project leads with budgeting

• Manage payroll, accounts, banking, and audit

• Oversee day-to-day financial operations and systems

**Contracting**

• Draft and manage contracts for staff, artists and contractors

• Ensure all contracts meet compliance and financial standards

• Maintain clear documentation and centralised systems

**Governance and compliance**

• Act as Company Secretary; coordinate Board meetings and documentation

• Ensure compliance across insurance, WHS, ACNC, and other governance areas

• Maintain and update policies and risk management systems

• Coordinate staff training and risk assessments

**Office administration**

• Oversee day-to-day operations including IT, procurement and asset management

• Lead HR administration including onboarding, contracts and scheduling

• Ensure smooth internal communications and procedural documentation

**Sustainability and evaluation**

• Lead carbon accounting and sustainability initiatives

• Support sustainable event practices and evaluation processes

**Organisational leadership**

• Contribute to strategic planning and organisational development

• Provide continuity when the Executive Producer is away

• Lead or support special projects as assigned

**Work Health & Safety**

• Promote and maintain a safe workplace

• Hold or be willing to obtain a Working with Vulnerable People check

**Selection Criteria**

• Experience in financial management including reporting, payroll, and budgeting, with excellent attention to detail

• Proven ability to produce and interpret financial reports and advise leadership

• Strong administration and HR experience

• Understanding of contracting within creative or NFP settings

• Excellent communication skills and confidence with business systems (e.g. Excel, Xero)

• Familiarity with sustainability practices is a plus

• Knowledge of the Australian arts sector and commitment to Terrapin’s mission

• Self-starter who works well in a small, collaborative team

**How to apply**

Please read the [info pack here](https://terrapin.org.au/join-the-team) before submitting an application.

Applications can be submitted via the [Terrapin website](https://terrapin.org.au/join-the-team) or by [email.](mailto:info@terrapin.org.au??subject=Business%20Manager%20Application)

If applying via email, send:

• **Cover letter** (maximum three pages, addressing the selection criteria)

• **Current resume** (maximum two pages, including two referees with their phone and email contact details)

To Recruitment Advisor, Annette Downs:

**Email:** [info@terrapin.org.au](mailto:info@terrapin.org.au??subject=Business%20Manager%20Application)

**Subject line**: Business Manager Application

**Applications close:** Monday 28 July 2025, 10am

Terrapin encourages applications from First Nations people, people with disability, people from culturally and linguistically diverse backgrounds, and LGBTQIA+ individuals. We are committed to a workplace that reflects the diversity of the communities we serve.

**Note:** Terrapin is currently housed in a heritage building where there is an elevator and ramp access to the office level. However, the rehearsal space is up some very narrow steep stairs. Unfortunately, this may preclude some applicants from being in the rehearsal room for showings of new performances. Screen viewing access from the admin office would be arranged on these occasions and while not ideal it does mean an applicant who cannot use stairs could still succeed in this position.

If, after reading the information pack you, have any further questions, please contact Recruitment Advisor, Annette Downs:

[info@terrapin.org.au](mailto:info@terrapin.org.au??subject=Business%20Manager%20application%20query)

**Online interviews will take place the week of Monday 4 August 2025.**