



JOIN THE TEAM

Goolarri Media Enterprises (GME)

Welcoming expressions
of interest (EOI) for two
key leadership roles –
General Manager and
Head of Production



FROM THE CEO AND BOARD

Ngaji Gurrjin and welcome to Goolarri Media Enterprises (GME) and Broome Aboriginal Media Association Aboriginal Corporation (BAMA). GME is a First Nations multimedia, arts and training organisation providing radio, television, production services, digital networks, events, music development, marketing and training pathways with a commitment to Indigenous people of the Kimberley region and beyond. Goolarri Media also operates the Balyarr Open Learning Centre, a state of the art digital media facility encouraging local people to share their stories through digital mediums.

It is an exciting time for GME as we build our team, welcome new partnerships and collaborations and undertake a period of growth across the organisation. As such, we are welcoming expressions of interest for two key roles in our leadership team:

1. General Manager
2. Head of Production

Both roles work alongside the CEO to deliver a program of activity that is reflective of and meaningful for communities across the Kimberley and ensuring skills development and training along every step of the way. If you thrive in a dynamic and community-engaged environment, love to work as part of team and deliver autonomously, we would love to hear from you.

We can and will provide training in community broadcasting and services, as needed – the most important thing for us is a willingness to learn, cultural competencies and experience engaging with First Nations artists and communities and a love of Yawuru country.

We hope you will reach out to Jade Lillie (details below) about the role to ask any questions and get an understanding before applying.

Thank you for your interest.

Galiya,

Jodie Bell, CEO



ABOUT THE KIMBERLEY REGION

The most North-Western point of Western Australia, the Kimberley region is home to many First Nations language groups, stunning landscapes and a strong sense of community. The region's tropical climate and diverse community make it an appealing destination for those seeking a balanced life, away from the hustle of urban city centres. Broome, the gateway to the Kimberley enjoys a tropical climate with a backdrop of the red earth meeting the blue sea in picture-perfect style.

Living in the Kimberley region, particularly in Broome, offers a unique experience and culturally vibrant experience.

JOIN THE LEADERSHIP TEAM

We have two roles available at GME.

Both the General Manager and Head of Production play a key role in developing and delivering the vision and mission for GME. It is vital that both roles are filled by people who are enthusiastic, take initiative, communicate and collaborate well and are excited to live and work in and across beautiful Yawuru country and the Kimberley Region.

Both the General Manager and Head of Production are:

- Full time positions at 37.5 hours per week
- Eligible for fringe-benefits of up to \$30 000
- Part of the Executive Management Team alongside the CEO, Accounts Manager and Training Manager.



1. GENERAL MANAGER

A critical player in the operational management of GME, with a love of operations, systems and organisational culture, the General Manager leads on:

- **Governance** – working with the Board and CEO on implementation of strategy, ensuring financial, cultural and social obligations, Board secretariat and organisational compliance
- **Operational** – organisational planning, policy and procedures
- **Financial** – budget development and oversight, financial strategy and sustainability, funding opportunities and oversight
- **Stakeholder Engagement** – relationships with government, non-government and corporate stakeholder engagement, collaboration with industry and community, promoting and representing GME
- **Staffing and HR** – supporting and enabling participation, leading recruitment for GME, ensuring and undertaking performance and goal setting activity, succession planning and professional development.

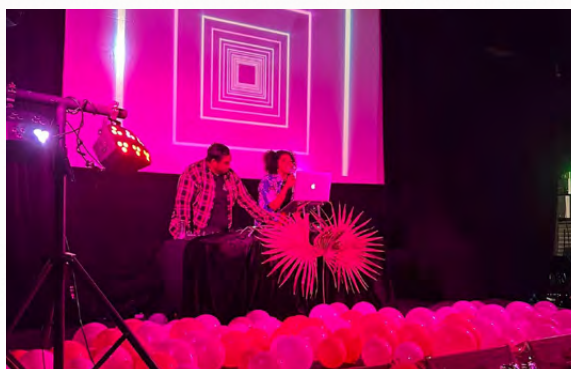
Salary: \$100 000 - \$105 000 + superannuation – noting significant fringe benefits eligibility outlined above.

2. HEAD OF PRODUCTION

An excellent project manager with clear communication skills and demonstrated experience in production and events, the Head of Production leads on:

- **Operational** – management of the Productions Department and all daily operations
- **Training** – building and delivering training and skills development programs for the Productions team and across GME's community training opportunities such as Kimberley Girl Youth Leadership Program
- **Financial** – developing and overseeing budgets relating to all GME productions, in collaboration with the General Manager
- **Events** – lead on production for all GME events and activities
- **Project Management** – ensuring smooth delivery of all GME projects and activities
- **Staffing and HR** – supporting and leading the Productions team.

Salary: \$95 000 + superannuation – noting significant fringe benefits eligibility outlined above.



KEY DATES

- Welcoming expressions of interest until **11:59pm on Sunday 28 January 2024**
- We aim for Stage One Interviews (online) to take place between **12 - 16 February 2024**
- Stage Two interviews will take place in Broome approximately two weeks later.

Note: interview dates are subject to change without notice.

HOW TO APPLY

- Reach out to Jade Lillie for a confidential discussion
- Submit a cover letter (maximum two pages) outlining your suitability for the role and current CV by **Sunday 28 January 11:59pm**.

CONTACT DETAILS

Jade Lillie

hello@jadelillie.com

GOOLARRI MEDIA ENTERPRISES PTY LTD

POSITION DESCRIPTION – GENERAL MANAGER

Goolarri Media Enterprises (GME) is the trading subsidiary of Broome Aboriginal Media Association Aboriginal Corporation (BAMA). GME is an Indigenous multimedia, arts and training organisation providing radio, television, production services, digital networks, events, music development, marketing and training pathways with a commitment to Indigenous people of the Kimberley region and beyond. Goolarri Media also operates the Balyarr Open Learning Centre, a state of the art digital media facility encouraging local people to share their stories through digital mediums.

POSITION DETAILS

Position	General Manager
Area	Executive Team
Reporting to	Jodie Bell, Chief Executive Officer
Date reviewed	10 December 2023
Industrial Agreement/Award	N/A
Direct reports	Three (3) – Head of Production, Accounts Manager and Training Manager
Salary	\$105 000 per annum dependent on experience
Contract	Two years, with opportunity to extend
Probationary period	Six (6) months
Hours	Full time, 37.5 hours per week
Special conditions	\$30 000 allowable fringe benefits Relocation allowance, negotiated with successful candidate Home garaging of company vehicle

POSITION SUMMARY

Reporting to the CEO, the General Manager (GM) will have operational responsibility of Goolarri Media whilst working in partnership with the CEO to implement the BAMA groups strategic plans. A critical player in the operational management of GME, with a love of operations, systems, the General Manager leads on:

- **Governance** – working with the Board and CEO on implementation of strategy, ensuring financial, cultural and social obligations, Board secretariat and organisational compliance
- **Operational** – organisational planning, policy and procedures
- **Financial** – budget development and oversight, financial strategy and sustainability, funding opportunities and oversight
- **Stakeholder Engagement** – relationships with government, non-government and corporate stakeholder engagement, collaboration with industry and community, promoting and representing GME
- **Staffing and HR** – supporting and enabling participation, leading recruitment for GME, ensuring and undertaking performance and goal setting activity, succession planning and professional development.

ABOUT YOU

You are a collaborative, systems-focussed leader with an eye for detail. You love to organise and streamline, make sure operations are running smoothly and take pride in your work and responsibility to the Board. You are great at working with communities and organisations to achieve a common goal. You feel ready for and comfortable in leading a team and working closely with the CEO to realise GME's full potential.

NATURE AND SCOPE OF DUTIES

As the General Manager, you are responsible for delivering on the following:

Leadership and Governance

- Work with the CEO to implement BAMA/GME Strategic Plan/s
- In partnership with the CEO, report to the Board of Directors (BAMA and GME) on the financial, social and cultural objectives and outcomes, as required
- Provide Secretariat support to the Boards of BAMA and GME
- Lead GME, in collaboration with the CEO
- Provide strategic and operational advice as required
- Ensure organisational compliance with ORIC and ASIC (as appropriate) and other federal, state and local legal requirements are met
- Be the Principal Legal Officer in relation to RTO Registration with the Training Accreditation Council
- Oversee and ensure implementation of the Australian Quality Training Framework across all parts of the organisation.

Operational Management

- Direct the affairs and operations of BAMA and GME Productions in accordance with the Constitution, Organisational plans, policy guidelines and values as set down by the Boards of BAMA and GME
- Initiate and manage projects in line with BAMA/GME Strategic Plan and ensure the sustainability of the organisation
- Ensure policies and procedures are up to date and consistent with best practice.

Stakeholder Engagement

- Develop and maintain relationships with key government, non-government and corporate stakeholders
- Collaborate with stakeholder organisations to help achieve organisational outcomes share resources and build sector capacity
- Promote organisational role within the sector and wider community.

Financial Management And Resourcing

- Seek funding and sponsorship avenues to support all projects
- Direct short term and long range planning and budget development to support strategic goals
- Manage and administer all budgets and ensure funding and contractual obligations are met.
- Oversee the development and implementation of a financing strategy to increase non-government funding streams in order to increase organisational capacity and sustainability
- Identify funding opportunities for events, activities, projects and industry development activities
- Develop business plans, strategies, project plans and funding submissions with senior staff.

Staffing and HR

- Manage and oversee the senior management team in managing the GME staff, volunteers and contract
- Undertake and oversee the senior management team with probation reviews and annual performance reviews as per contract requirements
- Monitor the progress of all staff in achieving their contracted performance outcomes and meeting project/activity goals on time and in budget
- In partnership with the CEO manage the development of a succession plan and professional development strategy for all staff roles to support career pathways and increased Indigenous employment in the organisation
- Maintain a workplace culture that attracts, keeps and motivates a diverse and top quality team reflecting the organisation's values.
- Promote active and broad participation by staff and volunteers in all areas of the organisation's work.

GOOLARRI MEDIA ENTERPRISES PTY LTD

POSITION DESCRIPTION – HEAD OF PRODUCTION

Goolarri Media Enterprises (GME) is the trading subsidiary of Broome Aboriginal Media Association Aboriginal Corporation (BAMA). GME is an Indigenous multimedia, arts and training organisation providing radio, television, production services, digital networks, events, music development, marketing and training pathways with a commitment to Indigenous people of the Kimberley region and beyond. Goolarri Media also operates the Balyarr Open Learning Centre, a state of the art digital media facility encouraging local people to share their stories through digital mediums.

POSITION DETAILS

Position	Head of Production
Area	Executive Team
Reporting to	General Manager
Date reviewed	10 December 2023
Industrial Agreement/Award	Clerks Private Sector Award
Direct Reports	6 - 8 production and technical staff plus casuals
Salary	\$90 000 - \$95 000 per annum dependent on experience
Contract	Two years, with opportunity to extend
Probationary period	Six (6) months
Hours	Full time, 37.5 hours per week
Special conditions	\$30 000 allowable fringe benefits Relocation allowance, negotiated with successful candidate

POSITION SUMMARY

The Head of Production leads the daily operations of the Productions Department at Goolarri Media Enterprises. A key member of the leadership team, this role ensures timely and smooth delivery of productions and leads a team that delivers with professionalism and clear communication. The Productions team covers radio production and broadcast, television production and broadcast, implementation of the Goolarri Arts Strategy, events and venue management. This role participates in business planning, leadership and budget development activities while working closely with the CEO and General Manager to maintain and monitor operations, staffing levels, resources and workflow across production and technical activities.

The Head of Production is an excellent project manager with clear communication and a love of smooth delivery and outputs. This role leads on:

- **Operational** – management of the Productions Department and all daily operations
- **Training** – building and delivering training and skills development programs for the Productions team and across GME's community training opportunities such as Kimberley Girl Youth Leadership Program
- **Financial** – developing and overseeing budgets relating to all GME productions, in collaboration with the General Manager
- **Events** – lead on production for all GME events and activities
- **Project Management** – ensuring smooth delivery of all GME projects and activities
- **Staffing and HR** – supporting and leading the Productions team.

ABOUT YOU

You are a team player, great at relationships and communicate with clarity. You are collaborative, have technical skills and expertise with a desire to improve systems and operations when you see something that could be delivered in a way that increases sustainability and efficiency.

NATURE AND SCOPE OF DUTIES

As the Head of Production, you are responsible for delivering on the following:

Leadership

- Lead the Productions team in daily operations, workflow, knowledge and skills development
- Lead and oversee performance for all staff associated with the Productions Department, including interns and volunteers
- Report consistently and thoughtfully to the Chief Executive Officer on the status of the Productions Department
- Bring a solutions-focused approach to operations and challenges
- Report to key stakeholders as required, in a timely manner.

Operational

- Manage the daily operations of the Productions Department
- Routinely assess and manage project scheduling and reporting
- Collaborate with senior staff in the directing of productions, projects and events
- Oversee all aspects of all production projects including the Kimberley Girl Youth Leadership Program
- Drive performance measures and indicators for all production projects
- Seek funding and sponsorship avenues to support all projects.

Training

- Identify training needs for GME and Production Team
- Undertake and organise training and professional development where required
- Mentor and support staff in culturally safe and consistent ways
- Oversee deliver specific training requirements for projects, stakeholders and team.

Resourcing

- Direct Productions Department operations to meet budget and other financial goals
- Direct short term and long range planning and budget development to support strategic goals
- Demonstrate successful execution of business strategies for the organisations products and services
- Participate in acquisition and growth activities to support overall business objectives and plans
- Create avenues to access funding and sponsorship opportunities for production projects and activities whilst nurturing existing avenues
- Develop business plans, strategies, project plans and funding submissions with senior staff.

Other Duties

- As negotiated with the CEO and General Manager.