



THE CHERBOURG HISTORICAL PRECINCT GROUP INC

POSITION DESCRIPTION

Position Title: **Manager, Cherbourg Historical Precinct**

Reports to: Cherbourg Historical Precinct Management Committee

Position Summary:

- Oversee the operations of the Precinct, to ensure its economic health and viability, to maintain high-levels of community engagement and to report to and execute decisions of the Management Committee
- Ensure that the operating practices of the Ration Shed are consistent with our workplace culture of respect, co-operative decision-making, community protocols and non-racist, non-sexist attitudes

Key responsibilities:

- Manage the Precinct's operations and programs;
- Enhancing and controlling the organisation's finances, including budgeting, raising funds through grants and other avenues, acquitting grants, maintaining strict accounting and auditing systems, payroll management, banking and financial reporting to the Management Committee;
- Supervising and training staff;
- Initiating and administering new projects;
- Ensuring proper communication flows to and from the Management Committee, including monthly reporting;

Competencies and experience required:

Essential

- Experience of successful management or leadership in a public museum, gallery or similar institution in the not-for-profit sector;
- Successful team leadership and project management in an Aboriginal community;
- Proven track record in financial management of a small business or community enterprise;
- Demonstrated interpersonal and communication skills with diverse audiences;

- Knowledge and awareness of the history and culture of Aboriginal peoples in Queensland;
- Excellent written communication, personal work organisational and reporting skills;
- Moderate to high levels of computer skills;
- Experience liaising with the media, government agencies, philanthropic organisations and funding bodies.

Desirable

- Proven success in grant writing;
- Proven experience in acquittal writing;
- A respectful customer relations manner;

Qualifications required:

- A C Class driver's licence.
- A Blue Card (or ability to successfully apply)