



Theatre is child's play

## **Business Manager – Abbotsford, VIC**

Polyglot Theatre is seeking a dynamic Business Manager to join our team. Reporting to the Executive Director/co-CEO, this senior position has primary responsibility for the company's financial management, office administration and governance compliance. This role manages two positions – Polyglot's Administration & Operations Coordinator and Bookkeeper – and works closely with Polyglot's co-CEOs and Board to support the company's strategic vision.

The Business Manager:

- Serves as a senior manager at Polyglot, contributing to our thriving culture and providing clear leadership to direct and indirect reports.
- Leads the company's financial management, governance, compliance and administration.
- Plays an active role in the development of Polyglot's strategic direction, and provides high level advice to the Executive team and Board.
- Represents the company to key stakeholders within the arts, business and philanthropic sectors.

This position is 0.8 EFT (four days per week), negotiable. Flexible working arrangements are available.

Polyglot Theatre is Australia's leading creator of interactive and participatory theatre for children and families. Our distinctive artistic philosophy has placed us at the international forefront of contemporary arts experiences for babies and children up to 12 years. Based at Abbotsford Convent, Melbourne, the Polyglot team comprises ten full and part-time staff, alongside many contract artists, creatives and production staff.

Polyglot is committed to building workplace diversity across all levels of our organisation, and we want to increase the accessibility and inclusivity of our practice. We particularly encourage applications from First Nations people, people with disability, people from culturally and linguistically diverse backgrounds and people who identify as LGBTQIA+. If you require this information in another format, or would like to submit your application in another format, please get in touch.

For more information and to apply, visit Polyglot's website: <https://www.polyglot.org.au/join-the-team-business-manager/>

**Applications due by 10am, Friday 27 November.**

**WEB LINK**