

The Boîte

Director

The Boîte acknowledges the Traditional Owners and custodians of the many lands throughout Victoria where our artists perform, and their continuing connection to land, waters, community and culture. The Boîte especially acknowledges the Wurundjeri people of the Kulin Nation on whose unceded land The Boîte operates at the Abbotsford Convent. We honour and pay our respects to Elders past and present.

POSITION DESCRIPTION

Title	Director
Reports To	Committee of Management
Direct Reports	3-6
Key Relationships	Committee of Management, staff, artists, audience members, funders (government and non-government), community leaders, politicians, regulatory bodies, donors and industry partners.
Employment Basis	0.8 FTE Flexibility is required. Some after-hours work is necessary. Director is required to work from The Boite Office.
Employment Condition	Appointed for a 2-year fixed term. A six (6) month probation period applies, subject to an employment contract, which sets out all terms and conditions of employment including remuneration and superannuation. Employment is subject to the provision of a National Police Check and Working with Children's Check.
Salary	\$80 000 pro rata + 12% superannuation
Location	Abbotsford Convent, Collingwood

About The Boîte

Founded in 1979, The Boîte is Victoria's iconic multicultural music organisation, supporting artists from diverse communities, promoting cultural understanding through the dynamic presentation of unique musical experiences to broad audiences, and nurturing creativity, collaboration, access to and active participation in the Arts.

The Position

As the Director of The Boîte, you will lead a dynamic and resilient community arts organisation that champions cultural exchange, diversity and social connection through music. You will shape a vibrant artistic program, implement strategy, and manage operations, finances, governance, and communications – ensuring The Boîte remains a leader in the sector. You will secure core funding, foster strategic partnerships, and by combining creative vision with sound business acumen, you will guide The Boîte with integrity, imagination, and commitment to inclusive and respectful cultural practice.

Core duties include:

- **Strategy and operations:** Lead strategy development and implementation, day-to-day management of the organisation, including managing staff, overseeing of program, operations, *implementing chosen CRM*, marketing, finance and governance.
- **Arts & cultural education leadership:** Inspire sector leadership and champion the power of music as a catalyst for cultural exchange, diversity, and social connection.
- **Financial sustainability and revenue growth:** Drive financial sustainability by securing major grants, philanthropy, gifts, bequests and sponsorship, while optimising revenue streams and fostering long-term relationships with key funders.
- **Advocacy and stakeholder engagement:** Foster key partnerships and stakeholder relationships with diverse communities, artists, government, funders, media, and other stakeholders
- **Audience growth:** Drive audience growth by positioning The Boite as a welcoming, inclusive and diverse event presenter.

We are looking for someone who:

- Has experience in arts leadership.
- Brings a high level of responsibility, flexibility, and adaptability to working in a dynamic, fast paced, and creative environment.
- Demonstrates a strong passion for the diverse musical traditions practised by musicians in Australia.
- Thrives in a collaborative setting, contributing to forward-looking and innovative programs, projects, and audience development.
- Applies sound professional judgement, using research and analysis to inform strategy, solve problems, and guide decision-making.
- Has demonstrated success in securing operational funding and grants.

- Brings firsthand experience in effectively leading small to medium-sized arts organisations, confidently navigating artistic, financial, and operational risks.
- Demonstrated experience fostering an inclusive, supportive and high-performing team culture through clear communication, change management, empathy and effective leadership.

Desirable skills

- Experience using Salesforce
- Information management

Be Yourself

The Boîte is an Equal Opportunity Employer and a child-safe organisation. We are committed to creating an inclusive and equitable workplace where all individuals feel valued, and respected, and can thrive regardless of gender identity, ethnicity, sexual orientation, disability, age, being a parent or having caring responsibilities.

We encourage applications from people with culturally diverse backgrounds, and from practising artists. It is our belief that cultural awareness is best informed by the narratives of lived experience, and that inclusivity is led through demonstration.

HOW TO APPLY

Applications should include:

- Your cover letter, outlining your interest in the role and addressing your experience relevant to the core duties (max. 2 pages),
- Your resume, including a list of successful grant submissions, stating amount received, size of budgets you have managed, and contact details for two professional referees.
- An example of a media release you have written.

Applications and enquiries about the role should be submitted via email to Hannah Young: chair@boite.com.au

OUR PROGRAMS

Concerts

At the core of our programming, The Boîte is dedicated to providing musicians from diverse cultural backgrounds with professional performance opportunities both large and small, which help them engage with broader audiences and become active contributors to the Melbourne and Regional Victorian music ecology.

Choral Projects

The Boîte has a significant background of over 25 years of delivering massed choral projects involving unauditioned choirs for both adults and children. Each project has featured songs in languages from different regions of the world, and

has featured and been led by an exceptional roll call of cultural artistic leaders.

Intercultural Projects & New Works

The Boîte supports artists by providing space and resources for the creation of new works, with a particular focus on intercultural collaborations.

Professional Development

The Portfolio Project supports culturally diverse emerging artists with skills and tools which prepare them to be competitive in a mainstream music marketplace. In its 3 years, Portfolio has supported 31 acts, amongst which many have since been presented at major festivals and venues, released albums successfully, and accessed adjacent opportunities in the sector.

Engagement and Sector Development

The Boîte actively supports projects involving engagement across both our community and our sector, strengthening relationships with key organisations and partners, and building connections for artists and marginalised communities. Key activities include community choirs involving a language other than English, mentoring and business support for niche projects with clear impacts on community wellbeing, and activities designed to expand networks and support systems for artists.