



**VICTORIAN
WOODWORKERS
ASSOCIATION**

BUSINESS MANAGER

The Victorian Woodworkers Association Inc, founded in 1979, is the leading woodcraft guild in Victoria. Its diverse membership includes professional designer/makers and wood artists, serious amateurs, students and industry organisations.

The VWA operates the Wood Design Centre (WDC), a well-equipped workshop space at the Meat Market Arts Centre in North Melbourne. From here it runs a woodworking School, teaching 3 hour woodworking classes of 10 people five days a week. The WDC also provides an incubator space for five emerging woodworkers, who are able to lease studio space for subsidised rates for a 3 year period.

The VWA is seeking a Business Manager to develop new business activities and to coordinate activities at the Wood Design Centre in Tyrone St North Melbourne.

The Business Manager will be responsible for developing new initiatives to be run by the VWA to benefit members, especially to assist professional members in running a business, and which will provide additional revenue streams to the VWA.

The Business Manager will be also responsible for coordinating the overall functioning of the Wood Design Centre including tenants, machine room, members use of machinery and school.

The Manager must have:

- Experience of management, including in community-based organisations
- Demonstrated skills and experience in business development
- Experience in constructing budgets and business cases
- Excellent communication and negotiation skills
- The ability and willingness to work independently and as part of a team
- An understanding of and support for the VWA's mission and aspirations.
- An understanding of woodwork and fine furniture construction would be an advantage but is not essential

Desirable attributes:

- A self-motivated and proactive approach to work
- Innovative thinker and a keen problem solver
- The flexibility to work at different times depending on the requirements of the job
- Understanding and experience in working with a volunteer committee of management
- The ability to self-start and operate independently

Hours and reimbursement

There is some flexibility to the hours and location of work: some of the work could be completed remotely, but a regular presence on-site at the Wood Design Centre in North Melbourne is essential. At least half of the hours would be expected to be completed on-site. It is anticipated the role would involve 20 hours per week but can vary by mutual agreement.

Pay rate: \$40,000 – \$45,000 pa. This is a contract position and the successful applicant will be engaged as a contractor with the VWA. The position and hours will be reviewed after 6 months and again at the end of two years.

Responsibilities and tasks

New business activities

- Investigate potential new business activities which could be undertaken by the VWA to support woodworkers and generate income for the VWA.
- With the Committee of Management, prioritise business ideas already identified
- Investigate those priority initiatives, assess their practicality, appeal to woodworkers, potential to generate revenue and report these to the Committee of Management.
- Where agreed, develop a business case for those which seem worth pursuing and if approved, work with the VWA committee to action these.

Wood Design Centre Coordination

- Coordinate the operation of the VWA school in conjunction with the Maintenance manager and Admin contractor
- Manage School teachers and assistants, ensure all meet and maintain expected level of cleanliness and professionalism
- Work collaboratively with the Maintenance manager, teachers and tenants in identifying issues with machinery or the workshop in general and ways to address these
- Work with WDC Artists in Residence and other VWA users on the functioning of the workshop
- Liaise with the management of the Meat Market at Melbourne City Council on any issues affecting the WDC
- Liaise with the VWA Management Committee through the President
- Provide a brief report to the Committee of Management each month and attend monthly committee meetings.

Queries can be directed to the President, Stephen Ziguras on 0405 668 779.

Applications close at 5.00pm on Monday 1 April 2024. Applications, including a Curriculum Vitae detailing relevant skills and experience and two referees should be sent to:

Stephen Ziguras
President
Victorian Woodworkers Association
president@vwa.org.au