

MANAGING DIRECTOR - POSITION DESCRIPTION

Position:	Managing Director
Reports to:	Antenna Documentary Film Institute Board of Directors
Works in partnership with:	Founder & Artistic Director
Direct reports:	Up to 5 seasonal staff and contractors during the peak Festival period
Location:	Sydney based
Terms of employment:	Part-time, increasing to full-time during the peak Festival period
Remuneration:	Competitive, commensurate with experience

About Antenna

Antenna is an international documentary film festival established in Sydney in 2011, with a mission to promote, celebrate and champion creative documentary cinema as one of the most compelling ways to engage with the contemporary world. Each year, Antenna presents approximately 50 outstanding documentaries from around the world across Sydney venues, alongside Q&As, seminars, industry events and professional development initiatives. Antenna has established itself as a key Australian platform for documentary cinema, bringing audiences, filmmakers and the wider documentary community together.

Antenna Documentary Film Institute is a not-for-profit organisation governed by a Board of Directors, with an annual turnover of approximately \$450,000. The organisation receives multi-year funding from Screen NSW and the City of Sydney, alongside project funding, sponsorship, philanthropic and Festival income.

Position Summary

Antenna is entering a period of organisational growth and is creating the role of Managing Director to lead the organisation's performance and long-term sustainability. This is an exciting opportunity to take on a leadership position in the arts and bring your own ideas, experience and perspective to Antenna.

Reporting to the Board and working in partnership with the Founder & Artistic Director, the Managing Director's core purpose is to grow and diversify revenue, secure Antenna's financial sustainability, and provide the organisational leadership and governance that allows the organisation to thrive. The role also provides leadership and oversight of marketing and Festival delivery.

The position of Managing Director is both a strategic and hands-on role in a small, ambitious organisation.

The Executive Leadership Partnership

Antenna is led by a shared executive leadership model comprising the Founder & Artistic Director and the Managing Director. The Founder & Artistic Director has responsibility for Antenna's artistic vision, programming and relationships with filmmakers and the international documentary sector. The Managing Director has responsibility for the organisation's leadership, financial sustainability, operations, people, partnerships and business performance. Together they work collaboratively with the Board to shape Antenna's strategic direction and ensure the organisation delivers on its artistic, organisational and financial objectives. Antenna is seeking a Managing Director who enjoys working within a collaborative, shared leadership model.

Key Measures of Success

Success in the role will be measured by growing and diversifying revenue (including philanthropic income, corporate sponsorship and government funding); delivering a successful annual Festival; maintaining a balanced budget and strong financial controls; and building audience reach and engagement.

Key Responsibilities

Development and Stakeholder Management

- Develop and deliver a fundraising strategy that grows and diversifies Antenna's income.
- Lead Antenna's philanthropy strategy, corporate sponsorship and partnership development to build a sustainable base of donor and giving income.
- Cultivate and maintain relationships with key stakeholders including government agencies, sponsors, partners and donors.
- Build new organisational partnerships that extend Antenna's reach, resources and impact.
- Represent Antenna externally to strengthen Antenna's public profile.

Organisational Leadership and Strategy

- Lead Antenna's operational and business performance, translating strategic priorities into operational plans, budgets and measurable targets.
- Work with the Board and the Founder & Artistic Director to shape the organisation's long-term direction, annual priorities and new opportunities.
- Lead executive decision-making on organisational, financial and operational matters.
- Foster a positive, capable and inclusive organisational culture.

Marketing, Communications and Audience Development

- Provide strategic leadership and oversight of Antenna's marketing and communications strategy, in collaboration with the Founder & Artistic Director.
- Set audience development and box office objectives and hold overall accountability for achieving them.
- Direct the staff, contractors and agencies responsible for delivery.

Festival Delivery

- Provide strategic leadership and oversight of the Festival and associated events, ensuring delivery to a high standard, on time and on budget.
- Ensure the Festival team is appropriately resourced, briefed and empowered, with clear accountabilities.
- Ensure operational readiness, accessibility and risk management obligations are met.

Financial Management, Operations and Governance

- Oversee the day-to-day operations and administration of Antenna.
- Support the Board and its governance, including Board reporting, and act as the key point of contact on organisational matters.
- Lead the financial management of the organisation, including budgeting, forecasting and cash flow, to manage financial risk and safeguard Antenna's long-term sustainability.
- Ensure Antenna meets its legal, regulatory and compliance obligations, including under the *Corporations Act* and ACNC requirements.

And any other duties reasonably required to advance Antenna's mission and organisational sustainability.

The role requires some evening and weekend work during the Festival and at key events. Some interstate or international travel may also be required.

Key Selection Criteria

1. Experience in a management or leadership role in the arts, small business or not-for-profit sector, with strong project, people, operational and financial management skills.
2. A demonstrated track record in revenue generation and building successful partnerships with sponsors, government agencies, donors and industry stakeholders.
3. Experience delivering events, festivals or complex projects on time and on budget.
4. Excellent written and verbal communication, negotiation and relationship-building skills, with the ability to represent an organisation credibly to the Board, funders, partners and the public.
5. Capacity to work both autonomously and collaboratively, including within a shared leadership model, to plan and prioritise a broad workload, and to work effectively under pressure through peak delivery periods.
6. Genuine interest in documentary cinema and Antenna's artistic mission.

Desirable

- Experience in a film festival, screen organisation or arts festival context.
- Established relationships with philanthropic organisations or corporate partners
- Knowledge of the Australian and international documentary sector.

Candidates who meet many, but not all, of the selection criteria are encouraged to apply.

How to apply

Interested candidates should submit a CV and a cover letter addressing the key selection criteria to (email)

Confidential enquiries may be directed to Antenna Board at chair@antennafestival.org

Applications close: 30 September 2026