

## Position Description

<b>POSITION TITLE</b>	Director, Business and Operations
<b>POSITION TYPE</b>	The Director, Business and Operations, position is a full-time, fixed-term role until 31 December 2020. There is a possibility for extension beyond this contract period.
<b>REMUNERATION</b>	The salary is \$82,192 per annum plus 9.5% superannuation
<b>REPORTING STRUCTURE</b>	Reporting to: Gertrude Contemporary Board Direct reports: Gallery Coordinator, Gallery Casual Staff
<b>KEY RELATIONSHIPS</b>	Internal: Board, Artistic Director, Staff, Studio Artists, Exhibiting Artists and Volunteers External: Government Funders, Philanthropic Organisations, Private Patrons and Donors, Commercial Sponsors, Program Partners, Audiences, Suppliers/Contractors
<b>LOCATION</b>	The position is located at Gertrude Contemporary across our sites at 21-31 High Street, Preston South and 44 Glasshouse Road, Collingwood.
<b>HOURS</b>	Normal working hours are Monday to Friday 9.30am-5.30pm. In addition to these hours you will be required to attend openings and other events as required.

### POSITION PURPOSE

The Director, Business and Operations, works in collaboration with the Artistic Director to lead Gertrude Contemporary. The position is responsible for the strategic vision, development and management of Gertrude Contemporary's business and operational model.

With a focus on developing and overseeing strategic, efficient and compliant business operations, the Director, Business and Operations, is responsible for ensuring Gertrude Contemporary's business model supports the organisation's long-term financial sustainability and artistic objectives to support the careers of early-practice and mid-career artists and develop and present risk-taking contemporary art practice to diverse audiences.

The Director, Business and Operations, is responsible for developing, implementing and advancing strategic fundraising initiatives and models to ensure and increase the financial vitality of the organisation.

The Director, Business and Operations, in collaboration with the Artistic Director, also manages key high-level relationships including the Board of Management, Government funding agencies, industry partners and stakeholders, sponsors, philanthropic foundations and trusts, and private patrons.

**KEY RESPONSIBILITIES**

<p><b>BUSINESS MANAGEMENT</b></p>	<ul style="list-style-type: none"> <li>• Development and implementation of multi-year strategic plans, and annual budget and business plans with relevant program, organisational and funding strategies (including related operational and capital budgets) to deliver outcomes that are consistent with the organisation’s Vision and Mission.</li> <li>• Develop, implement and maintain financial systems and processes to ensure robust budget management, management of earned revenue streams, strong financial controls and compliant and accurate financial information.</li> <li>• Oversee the bookkeeper to manage accounts, including bill and wages payment and manage the annual external audit and annual reporting process.</li> <li>• Measure success by effectively monitoring and reporting organisational outcomes, including: financial and operating performance, organisational compliance, audience attendance, research and publications record and peer review outcomes.</li> <li>• Provide accurate and compliant financial and organisational reporting to funding bodies and government agencies as required.</li> </ul>
<p><b>FUNDING &amp; DEVELOPMENT</b></p>	<ul style="list-style-type: none"> <li>• Develop, implement and lead funding strategies (e.g. – annual fundraising activities, sponsorship arrangements, philanthropic grants, earned income streams, etc.) to provide the operational and capital funding to deliver the business plan outcomes.</li> <li>• Initiate new strategic fundraising strategies and partnerships to advance the financial position of the organisation towards increasing the capital base, financial assets and revenue of the organisation for future expansion and growth.</li> <li>• Prepare core funding submissions and acquittals, and liaise with funding bodies and government agencies.</li> <li>• Cultivate and steward relationships with funding body stakeholders, sponsors, philanthropic organisations, patrons and donors.</li> </ul>
<p><b>HOUSING</b></p>	<ul style="list-style-type: none"> <li>• Lead and manage the development and implementation of a housing strategy to meet the organisation’s long-term artistic and operational requirements and support delivery of the business plan outcomes.</li> </ul>
<p><b>OPERATIONAL MANAGEMENT &amp; GOVERNANCE</b></p>	<ul style="list-style-type: none"> <li>• Develop and implement efficient and effective governance, administration and operational processes and systems across the organisation.</li> <li>• Manage all Board governance structures and reporting processes.</li> <li>• Ensure that program schedules, logistics, staffing and resources are effectively managed.</li> <li>• Oversee building maintenance and capital works projects.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage the organisation’s legal and statutory compliance requirements (eg – liquor licencing and OH&amp;S).</li> <li>• Manage Human Resources systems and policies, including staff induction, time in lieu, annual leave, and performance reviews.</li> <li>• Develop and manage the volunteer and internship program to align professional development of participants with organisational operational requirements.</li> </ul>
AUDIENCE ENGAGEMENT (In conjunction with the Artistic Director)	<ul style="list-style-type: none"> <li>• Lead and manage the development and implementation of communication strategies to deliver audience and stakeholder engagement outcomes consistent with the Strategic Plan.</li> <li>• Develop and manage education programs positioning Gertrude Contemporary as a unique learning place for deep engagement in risk-taking contemporary art practice.</li> <li>• Support the development and manage the operational requirements of public programming enhancing the artistic program.</li> <li>• Initiate and maintain strategic partnerships to enhance audience reach and diversity.</li> </ul>
LEADERSHIP	<ul style="list-style-type: none"> <li>• Establish effective working relationships with the Board, Artistic Director and other key stakeholders.</li> <li>• Demonstrate effective leadership and management of the Gertrude Contemporary team.</li> </ul>

Note: The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying a position of this level.

**KEY SELECTION CRITERIA**

Essential Skills, Competencies and Attributes

- Financial literacy and demonstrable previous experience of financial management to be able to take overall strategic and daily responsibility for Gertrude Contemporary’s finances.
- Experience in significant fundraising and developing and stewarding patronage and partnership relationships.
- Experience setting, monitoring and controlling multi-year and annual budget and project budgets.
- Excellent leadership and staff management skills, with knowledge of best practice human resource procedures and protocols.
- Experience working within a leadership team to forge mutually respectful and effective working relationships with a diverse group of stakeholders including, Board members, staff, artists, supporters, benefactors, patrons, funding bodies, local council etc.
- Excellent verbal and written communication skills with strong attention to detail.
- Experience in project and event management.

- Experience in the development and implementation of strategic communication and marketing plans.
- Flexible and self-motivated approach to working with the ability to multi-task, prioritise and plan.
- Experience with key software systems including financial systems, Microsoft Office suite, client relations management and database programs.
- Demonstrable and informed interest in contemporary art and visual culture with strong networks within the sector.

## **DESIRABLE SKILLS AND ATTRIBUTES**

- Art History, Fine Arts or Arts Management degree.

## **APPLICATIONS**

Applications for the position close on Friday 15 June 2018, 6pm.

Applications should address the Key Selection Criteria and include a cover letter, CV and contact details of 2 professional referees.

Applications should be emailed to: [apply@gertrude.org.au](mailto:apply@gertrude.org.au)

For any queries regarding the role, please contact:

Kyp Bosci  
Chair, Gertrude Contemporary  
[apply@gertrude.org.au](mailto:apply@gertrude.org.au)

Interviews for the position will be scheduled in late June 2018