

## KEY INFORMATION

### Contract duration

6 Months Temporary (29.00 hours per week / 4 Days)

14 May 2018 - 16 November 2018

*(continuation possible in other roles within the organisation)*

### Remuneration

Salary starting point - \$60,923 per annum (6 months = \$30,461) (Negotiable)

Plus 9.5% Superannuation Guarantee

4 Weeks Annual Leave accrued per annum

10 days sick leave accrued per annum

*Leave loading is not included in this contract and has instead been included as 1% extra in the base salary.*

### Closing Date

5pm Monday 30 April 2018 (AEST-Brisbane)

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We are looking for a passionate, talented and experienced **Arts/Business leader** to navigate Umbrella Studio into an expansive and innovative future.

Reporting to the Board, the Director will develop and execute a **new strategic vision** and implement the annual program of exhibitions, residencies, and public programs. You will be a confident Director with initiative, business acumen, and executive skill to fortify and invigorate this well-established contemporary visual arts organisation.

In this varied and challenging role, energy is a must. The Director is responsible for the development, implementation, marketing and management of all public and exhibition programs. The Director will be supported by the Board, working groups, a small staff, volunteers, and a significant number of partnerships within the local arts sector.

Celebrating 30 years and still counting Umbrella Studio Association Inc. is a Townsville-based, not-for-profit organisation. Embedding contemporary visual art into the life and soul of our community, both nationally and internationally, underpins Umbrella's vision for a vibrant society and culture.

Umbrella continues to be a leading creative generator, driving opportunities and fair remuneration for artists and arts workers to sustain the arts ecology.

## APPLICATION REQUIREMENTS

To apply you must submit a current resume and cover letter including responses to selection criteria below using the SEEK.com portal. **Applications cannot be accepted by any other means.**

### ✓ Tips

- Address each selection criterion separately, do not group them.
- Use relevant experience and examples.
- Be clear, factual, and to the point.
- Check spelling before submitting.

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

<b>Situation</b>	Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
<b>Task</b>	What was your role?
<b>Actions</b>	What did you do and how did you do it?
<b>Results</b>	What did you achieve? What was the end result and how does it relate to the job you are applying for?

## SELECTION CRITERIA

- Demonstrated knowledge of business management and/or arts administration including events and project management
- Experience in writing successful grant applications
- Knowledge of professional gallery/museum practices and standards
- Sound knowledge of workplace health and safety and risk management
- Sound knowledge of not-for-profit governance and compliance obligations

## QUALIFICATIONS

Relevant tertiary qualifications in business, visual arts, art history, museum studies or other relevant disciplines would be considered an advantage. Applicants must possess a current Queensland 'C' class driver's licence. RSA (QLD) and First Aid desirable, however this training will be offered to the successful applicant.

**RESPONSIBILITIES OF THE POSITION**

<b>BUSINESS MANAGEMENT</b>
<ul style="list-style-type: none"> <li>• Developing, implementing, and reviewing the organisation’s business plan in consultation with the board of management.             <ul style="list-style-type: none"> <li>○ Planning documents to be developed including:                 <ul style="list-style-type: none"> <li>▪ Fundraising Plan</li> <li>▪ Marketing Plan</li> <li>▪ Operational Plan</li> </ul> </li> <li>○ Developing and achieving key performance indicators (KPIs)</li> <li>○ Developing an ongoing program of strategic planning initiatives, including annual planning sessions with the board</li> <li>○ Encouraging input from staff and members to inform strategic planning</li> <li>○ Monitoring planning documents and updating as required</li> <li>○ Attend planning and information sessions with key organisations</li> <li>○ Evaluating the operations, programs and outcomes to report on and learn from</li> </ul> </li> <li>• The ability to successfully engage with a diverse range of clients and stakeholders including; artists, multicultural and community members, Umbrella Studio members and board, arts bodies, business, government and educational institutions.</li> <li>• Ability and flexibility to work and travel outside of normal business hours as required.</li> <li>• Increase the number of Umbrella members.</li> </ul>
<b>QUALITY ASSURANCE, POLICIES &amp; PROCEDURES</b>
<ul style="list-style-type: none"> <li>• Ensure policies, procedures and systems are current, relevant, and updated as required.</li> <li>• Adhering to policies that maintain best practice governance.</li> <li>• Oversee implementation of operational policies and procedures.</li> <li>• Use digital technology to enhance administration, business and web-based activities.</li> </ul>
<b>PROGRAMMING</b>
<ul style="list-style-type: none"> <li>• Ensuring program meets community needs and achieves excellent feedback.</li> <li>• Successfully developing, managing, coordinating and delivering multiple and concurrent activities and projects.</li> <li>• Demonstrated skills in exhibition installation, including knowledge of professional gallery/museum practices and standards.</li> <li>• Manage exhibition program including:             <ul style="list-style-type: none"> <li>○ Application process &amp; selection with exhibition subcommittee</li> <li>○ Maintaining exhibition filing and archive system accessible by all staff</li> </ul> </li> <li>• Oversee the preparation and dissemination of promotional material such as media releases, catalogues, newsletters, brochures, flyers and invitations and other publications, and writing and researching articles for in-house publications and state and national arts journals.</li> <li>• Expand attendance and participation.</li> <li>• Develop workshops and special activities that grow local artists’ skills.</li> </ul>
<b>FINANCIAL AND ASSET MANAGEMENT</b>
<ul style="list-style-type: none"> <li>• Source and secure necessary funding from government, the private sector, donations, philanthropy, and sponsorship to adequately finance and sustain Umbrella Studio operations.</li> </ul>

- Increase earned income as a percentage of total income.
- Expand revenue by seeking new funding opportunities.
- Sourcing and maintaining sponsorships and business partners.
- Maintain professional premises
- Acquire new resources/assets as required

**HUMAN RESOURCING – STAFF & VOLUNTEERS**

- Previous management experience to successfully supervise, empower and mentor a team of creative staff and volunteers.
- Provide appropriate staffing for programs and events.
- Monitor and manage working staff relations.
- Coordinate and schedule staff meetings.
- Develop and update staff position descriptions.
- Engage board to conduct annual staff reviews.
- Encourage staff input into operations and planning.
- Oversee volunteer recruitment, training and management.
- Encourage volunteering and community participation.
- Ensure staff and volunteers have a safe and healthy working environment.

**GOVERNANCE**

- Liaise with support networks such as BoardSupport, ArtSupport, and other relevant agencies
- Comply with funding agreements by monitoring status of KPIs, KPOs and other conditions
- Reporting at a high standard to:
  - Arts Queensland
  - Australia Council for the Arts
  - Townsville City Council
  - Umbrella Studio Association Inc Board of Management
  - And any other body we are obligated to report to by agreements
- Liaise with president and secretary of the board to prepare and distribute meeting Agenda, Action Status Report, Associated meeting papers, and minutes.
- Conduct annual risk analysis and complete documentation, disseminate to board.
- Comply with other laws and regulations set by government bodies including the Australian Taxation Office, Office of Fair Trading (QLD), and local government.

## GENERAL WORKING HOURS

DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hours		9am-5pm	9am-5pm	9am-5pm	9am-5pm		
Break		45min	45min	45min	45min		
Hours worked		7.25	7.25	7.25	7.25		

Total Hours worked weekly: 29.00

*You will be required to work at Umbrella events such as exhibition openings, fundraiser events, etc as required. Hours worked over 29.00/week will use a TOIL system to take time off at another appropriate time, and TOIL hours must not exceed 29 hours. You must also be available to attend board meetings every month.*

## ORGANISATIONAL RELATIONSHIPS

Reports to: Umbrella Board of Management

Supervises: Business Manager, Gallery & Media Coordinator

## EXPENSE AUTHORITY

May co-sign with Business Manager on expenses to the value of \$499.99. For amounts over this, authority must come from the treasurer who will co-sign for amounts of \$500.00 or more.

*For more information about Umbrella Studio Association Incorporation, please see [the "about" section of our website](#).*

*To gain an understanding of current operations, it may be useful to review our 2017 Annual Report: [http://umbrella.org.au/wp-content/uploads/2018/03/2017-Annual-Report-web.pdf?mc\\_cid=5faaff57ed&mc\\_eid=%5bUNIQID%5d](http://umbrella.org.au/wp-content/uploads/2018/03/2017-Annual-Report-web.pdf?mc_cid=5faaff57ed&mc_eid=%5bUNIQID%5d)*

## HOW TO APPLY

Send a covering letter which includes responses to the selection criteria, and your CV by email to: [office@umbrella.org.au](mailto:office@umbrella.org.au) with the subject line: **Temporary Director Job App.**