

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)

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 email address at the bottom of this document. **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:

Situation	Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
Task	What was your role?
Actions	What did you do and how did you do it?
Results	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

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

- 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

HOW TO APPLY

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