

**POSITION SUMMARY**

**ART GALLERY DIRECTOR**

 **(CC081)**

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| **Directorate** | Cultural & Community Services |
| **Section** | Art Gallery |
| **Classification** | Band 3, Level 3, Grade 10 |
| **Position Status** | Full Time |
| **Commencing Salary Range** | **Up to $94,382.31 per annum + Super + leaseback vehicle** |
| **Reports to** | Director Cultural & Community Services |
| **Direct Reports** | Four (4) positions – Curator, Audience Engagement Officer, Curatorial Assistant and Gallery Administrator, plus casual staff. |
| **Work Location** | Bathurst Regional Art Gallery |

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| **Position Purpose** |
| * To effectively and efficiently manage the Bathurst Regional Art Gallery consistent with the vision of achieving the objective of being a “Premier Inland Centre of Culture and Creativity” as outlined in the Bathurst Region a Cultural Vision 2036.
* To collect, conserve and display visual arts heritage by ensuring the development of an appropriate collection.
* To maximise enjoyment and understanding of the visual arts for practising artists, the community and visitors to the region through maintaining and supporting the development of a gallery of the highest modern standard and practice.
* To develop and maintain partners and stakeholders in the delivery of objectives of the Cultural Vision 2036.
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| **Key Responsibilities** |
| * Manage the Bathurst Regional Art Gallery.
* Lead and motivate staff to deliver excellence in customer service
* Develop and maintain organisational culture, values and reputation with Council and all staff, customers, suppliers and regulatory bodies.
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| **Selection Criteria** |
| **Essential*** Appropriate tertiary qualifications or equivalent industry experience
* Substantial experience in public gallery or museum management, including financial and staff management and gallery building requirements
* Broad knowledge of Australian contemporary arts practice and proven ability to undertake successful exhibition and public programming and collection development and management
* Ability to forge successful relationships at senior levels in organisations
* Expertise in strategic planning and policy development
* Demonstrated ability to obtain grants, sponsorship and undertake associated entrepreneurial public relations and marketing activities
* Excellent leadership, communication and negotiation skills
* Demonstrated understanding of EEO and WHS principles
* Computer literacy including an understanding of social media
* Drivers licence.
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| **Desirable*** Knowledge of international/contemporary arts practice
* Experience working with volunteers
* Sound knowledge of the policies and processes of state and federal arts funding organisations and philanthropic foundations
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| **Expected Organisational Standards** |
| * Follow defined WHS procedures
* Provide service to customers
* Work effectively in the local government context
* Work with others in local government
* Communicate in the Workplace
* Follow defined risk management policies and procedures
* Follow defined ethical guidelines from Council, including Code of Conduct
* Follow defined environmental sustainability guidelines.
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| **Employment Conditions** |
| * 35 hour week
* Core hours of work are 9.00am to 5.00pm Monday to Friday with a 30 minute lunch break, and a RDO every three weeks. Additional out of hours work will be required as part of the role.
* Probationary period of four months
* Four weeks annual leave
* Long Service Leave after five years
* Superannuation of 9.5% paid by Council
* Medical (including drug and alcohol testing) and audio required as part of selection process.
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