

POSITION DESCRIPTION				
<b>Position Title:</b>	Gallery Director		<b>Position No:</b>	1476
<b>Directorate:</b>	Development & Community		<b>Section:</b>	Community & Culture
<b>Unit:</b>	Cultural Services		<b>Sub Unit:</b>	Hervey Bay Regional Gallery
<b>Reports To:</b>	Manager Cultural Services		<b>Directs Reports:</b>	2
<b>Indirect Reports:</b>	Casual Pool Volunteers		<b>Location:</b>	Hervey Bay Regional Gallery
<b>Version No: June 2021</b>	<b>Evaluated: EC102</b>	<b>Status: Approved</b>	<b>By: EM OD&amp;C</b>	<b>Next review: June 2023</b>
<b>Position Objective</b>  To provide leadership and expertise to the strategic development and management of operations of the Hervey Bay Regional Gallery to ensure the highest modern standard and practice is achieved  To ensure effective planning and delivery of exhibition and public programs that promote interest, appreciation and understanding of the visual arts.				<b>Our Values</b>  Trust Respect Accountability Initiative Teamwork Service
Key Responsibilities and Indicators				
Key Result Areas	Key Accountabilities			Performance Indicators/Outputs
<b>Team Leadership</b>	<ul style="list-style-type: none"> <li>➤ Lead the Hervey Bay Regional Gallery team by creating a positive, productive work culture which inspires and supports team members to achieve their best.</li> <li>➤ Manage the physical, human and financial resources of the Gallery to deliver services within the adopted budget parameters, including the controlling, monitoring and administering of all income and expenditure of areas of responsibility.</li> </ul>			<ul style="list-style-type: none"> <li>➤ Engaged, positive team delivering outcomes linked to Strategic Plan</li> </ul>
<b>Strategic Planning and Operations</b>	<ul style="list-style-type: none"> <li>➤ Review systems and processes and implement best practice operational procedures and policies.</li> <li>➤ Implement and monitor the Strategic 5 Year Plan for the Regional Gallery.</li> <li>➤ Draft and contribute to reports, policies and recommendations for Council and any relevant Committees for consideration on matters associated with regional arts and cultural development as required. Director</li> <li>➤ Develop and maintain partners and stakeholders in the delivery of objectives of the Hervey Bay Regional Gallery Strategic Plan and the Fraser Coast Culture Strategy.</li> <li>➤ Liaise with all sources of funding and sponsorship, including preparing applications for financial assistance subject to the approval of Council and or Council Executive as appropriate.</li> </ul>			<ul style="list-style-type: none"> <li>➤ Delivered to highest modern standard and best practice</li> </ul>
<b>Curatorial &amp; Programming</b>	<ul style="list-style-type: none"> <li>➤ Undertake research and analysis to develop contemporary programming that responds to community interests, concerns and issues.</li> <li>➤ Manage the curation and development of gallery</li> </ul>			<ul style="list-style-type: none"> <li>➤ Exhibitions &amp; Public programming is of excellent standard and of relevance and value</li> </ul>

	<p>programs including exhibitions, education, workshops and outreach activities.</p> <ul style="list-style-type: none"> <li>➤ Implement initiatives to support the development of regional artists.</li> <li>➤ Manage and develop the Council's art collection.</li> <li>➤ Implement and manage Council's Public Art collection Policy and procedural framework.</li> </ul>	<p>to the community.</p> <ul style="list-style-type: none"> <li>➤ Visual arts heritage is preserved and shared via development of an appropriate collection.</li> </ul>
<b>Marketing &amp; Community Engagement</b>	<ul style="list-style-type: none"> <li>➤ Coordinate the establishment of a Hervey Bay Regional Gallery Reference Group to meet the objective of increasing a community partnership approach whereby the gallery liaises closely with the community arts sector and extends the reach of the gallery out into the community.</li> <li>➤ Coordinate the promotion of gallery facilities, exhibitions and programs in a contemporary and effective manner.</li> <li>➤ Manage stakeholders, work with volunteers, engage in collaborative activities and undertake community consultation processes.</li> </ul>	<ul style="list-style-type: none"> <li>➤ High awareness of and community engagement in Gallery and its program.</li> </ul>
<b>Industry and Stakeholder</b>	<ul style="list-style-type: none"> <li>➤ Develop and maintain strong partnerships with other galleries, arts organisations and community stakeholders.</li> <li>➤ Develop and maintain strong relationships with state and federation arts funding bodies and service organisations.</li> </ul>	<ul style="list-style-type: none"> <li>➤ High industry and stakeholder engagement and partnerships.</li> </ul>
<b>Human Resource Management</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>➤ Demonstrate positive leadership in the achievement of corporate goals and objectives and foster an environment conducive to participation by all staff.</li> <li>➤ Undertake all manager/supervisor responsibilities in accordance with Council's Human Resource Management Policies and the Enterprise Bargaining Agreement within the stipulated timeframes.</li> </ul> <p><b>Performance Management</b></p> <ul style="list-style-type: none"> <li>➤ Adhere to Council's performance development and appraisal process, including coaching, training, mentoring and monitoring of employees' performance and conducting regular reviews.</li> <li>➤ Ensure standards set are reasonable, clearly specified and effectively communicated to all employees.</li> <li>➤ Ensure that employees are provided with effective work systems and other support necessary to enable standards to be met.</li> <li>➤ Initiate strategies to address diminished work performance in accordance with Council's Diminished Work Performance Management Policy.</li> </ul> <p><b>Staff Conduct and Discipline</b></p> <ul style="list-style-type: none"> <li>➤ Assist employees to achieve the required standard of conduct and ensure employee awareness of the possible consequences of failing to do so.</li> <li>➤ Ensure that inappropriate staff conduct and/or behaviour which breaches Council policies and procedures, legislative provisions or Council's Code of</li> </ul>	<ul style="list-style-type: none"> <li>➤ As per Council's HR KPI's</li> </ul>

	<p>Conduct is addressed in a timely manner.</p> <p><b>Leave Management and Absenteeism</b></p> <ul style="list-style-type: none"> <li>➤ Schedule and approve staff annual leave giving consideration to the employee's health, wellbeing, leave balance, operational requirements of the work unit and the notice period given.</li> <li>➤ Monitor excess annual/long service leave balances and implement plans for staff with excess balances to take leave to reduce Council's leave liability.</li> <li>➤ Encourage the responsible use of sick leave and monitor the sick leave levels of staff reports. Distinguish between incidents of chronic illness and patterns of unacceptable sick leave absences and use appropriate strategies to manage each.</li> </ul> <p><b>Recruitment and Selection</b></p> <ul style="list-style-type: none"> <li>➤ Ensure that recruitment processes abide by the principles of merit, EEO, anti-discrimination &amp; confidentiality &amp; that specified timeframes for recruitment and selection activities are met in accordance with the R&amp;S Management Policy and Procedure.</li> </ul>	
<b>Work Health and Safety</b>	➤ Adhere to relevant Work Health and Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.	➤ 99% compliance with Monthly Action Plans.
<b>Risk Management</b>	➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training.	➤ As per Council risk management KPIs.
<b>Records Management</b>	➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002.	➤ As per Council's record management policies and procedures.
<b>Code of Conduct and EEO</b>	➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.	➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures.
<b>Customer Service</b>	➤ Provide a high level of customer service to internal and external customers.	➤ As per Council's Customer Service Standards management policy.
<b>Sustainability Requirements</b>	➤ Adhere to the Sustainable Fraser Coast Charter and Implementation Plan and understand sustainability is a key element of Council's planning framework and is incorporated into all facets of decision making and policy development.	➤ As per Council's Sustainability Charter.
<b>Values</b>	➤ Exemplify Council's values of Trust, Respect, Accountability, Initiative, Teamwork and Service through the demonstration of each value's associated behaviours.	➤ As per Council's 'TRAITS' campaign.
	➤ Other duties as directed.	➤ Tasks are undertaken in an efficient and timely manner.
<b>Selection Criteria</b>		

<ol style="list-style-type: none"> <li>1. Substantial experience managing a Council operated regional gallery or cultural venue.</li> <li>2. Demonstrated successful track record in planning and delivering high quality, contemporary exhibitions and public programming.</li> <li>3. Exceptional leadership qualities including ability to establish a vision and create a positive team culture in order to achieve outstanding results.</li> <li>4. Comprehensive knowledge of contemporary arts and culture and the Australian public gallery sector and awareness of future trends.</li> <li>5. Demonstrated administrative experience particularly in relation to policy and planning, reporting writing, budget preparation and control and building and facilities matters.</li> <li>6. Demonstrated ability to obtain grants, sponsorship and undertake associated entrepreneurial public relations and marketing activities.</li> <li>7. Evidence of successful community engagement and community arts development outcomes within a regional centre.</li> </ol>			
<b>Qualifications/Licences</b>			
Mandatory	➤ Degree or post graduate-level degree (AQF level 7 or above) in visual arts, fine arts, arts management, the creative industries or other related discipline.		
Desirable	➤		
Licences	➤ Class C Driver's Licence		
<b>Mandatory Training</b>			
	➤ Work Health and Safety ➤ Duty of Care ➤ Code of Conduct ➤ Manual Handling ➤ Fire and Evacuation ➤ Corporate Systems		
<b>Conditions of Employment</b>			
Status	Permanent Full Time		
Award	Queensland Local Government Industry (Stream A) Award – State 2017		
Agreement	Fraser Coast Regional Council Certified Agreement 2018		
Classification Stream	Administrative, clerical, technical, professional, community service, supervisory and managerial services		
Classification	LGO Level 6		
Allowances	As per Fraser Coast Regional Certified Agreement 2018		
Progression	Annual review – single steps within level		
Status	FWA	Hours/Week	per week
O/T Payable	As approved		
Uniform	PPE As per Dress Standard and Corporate Uniform Management Policy		
Other			
Position Number:	1476	Position Title:	Gallery Director

I, \_\_\_\_\_, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
**Signature of Employee**