

TEAM LEADER GALLERY and ARTS PROGRAMS

Position Description



Merri-bek
City Council

Position number:	1525
Classification:	Band 6
EA:	Moreland City Council Enterprise Agreement
Directorate:	Community
Branch:	Cultural Development
Unit:	Arts and Culture
Reports to:	Unit Manager Arts and Culture
Supervises:	Arts Development Officer, Visual Arts Officer, Public Art Officer, Gallery Attendants
Approved by:	Director Community

Organisational vision:

One team, brave and diverse, making a difference

Organisational values:



Date Created:

Date Modified:

Date Approved:

Date Printed:

With the community at the heart, this is our promise:



Position objectives

The Team Leader Gallery and Arts Programs is responsible for oversight of the Counihan Gallery in Brunswick, public art, arts grants and artist development programs. The role works collaboratively with internal and external stakeholders to deliver arts programs that are impactful and relevant for both artists and audiences. The role also works with the Unit Manager to deliver relevant aspects of the 2023-2030 Arts and Culture Strategy.

Key responsibility areas

Program development and delivery

- Ensure delivery of a high-quality arts program in alignment with the Arts and Culture Strategy and Council's vision and values across all areas of responsibility – Counihan Gallery in Brunswick program including public programming, Merri-bek Art Collection, Public Art, Arts Grants and Artist Development.
- Management of Counihan Gallery infrastructure and equipment including maintenance, repairs and capital works as required.
- Formulate key policies in regard to the gallery, the municipal art collection and public art. Contribute to the development of other policies and procedures.
- Lead a culture of artist care.
- Oversee the maintenance and growth of the Municipal Art Collection including acquisition, conservation, documentation, cataloguing, condition monitoring, storage and display.
- Oversee gallery staffing including front of house, installation and maintenance.
- Oversee administration of arts grants program.
- Develop and monitor effective financial plans for all areas of programming.
- Oversee OHS, risk management and compliance for the Counihan Gallery.
- Pursue relevant funding opportunities.
- Prepare reports and correspondence as required.

Audience development and marketing

- Develop and oversee audience development plans and activities, particularly for the Counihan Gallery.
- Ensure appropriate marketing across all areas of the program, including the development of media and internal and external promotional opportunities.
- Ensure a quality customer experience for gallery visitors.
- Drive visitation of the Gallery and the public art program across the municipality.

Leadership and continuous improvement

- Build and lead a strong and effective team.
- Build collaborative relationships across the Arts and Culture Unit, across Council and with external stakeholders.
- Participate in Arts and Culture Unit leadership discussions, meetings and development, with Executive Producer Festivals and Unit Manager Arts and Culture.
- Build strong, collaborative relationships across the Arts and Culture Unit, across Council and with external stakeholders.
- Participation in regular OHS meetings.
- Contribute to Arts and Culture Strategy development and reporting.
- Contribute to Unit discussions regarding changes and improvements to the activities of the Unit.
- Work innovatively and strategically on process and program improvements for arts programs.
- Provide professional advice to the Merri-bek Arts Advisory Committee as required.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Courage:** Stepping up to address difficult issues, saying what needs to be said.
- **Builds Effective Teams:** Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
- **Drives vision and purpose:** Painting a compelling picture of the vision and strategy that motivates others to action.

Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Merri-bek City Council is committed to being a Child Safe organisation and has zero tolerance for child abuse. We believe children and young people have the right to be and feel safe and that their safety and wellbeing is the responsibility of everyone. It is expected that the successful incumbent of this position will adhere with the above statement and Council's Child Safety and Wellbeing Policy and Procedures whilst undertaking their duties.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	Arts and Culture Unit Staff, Community Directorate Staff, Facilities and Building Maintenance Staff, other Council Staff
External Relationships	Artists, audiences, guest curators, contractors, hirers

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 6 employee as outlined in the Moreland City Council Enterprise Agreement (Schedule A - Classification Definitions - 6. Employee Band 6).

1. Accountability and Extent of Authority:

- Responsible for the effective planning operation of this position's programs and services subject to the established policies, practices and guidelines of Council and the Arts and Culture Unit, in consultation with the Unit Manager Arts and Culture.
- Responsible for ensuring the safety of all persons attending the gallery.
- Responsible for ensuring that staff and gallery hirers comply with Merri-bek City Council's Occupational Health and Safety policies and procedures at all times.
- Responsible for the role of Warden at the gallery in relation to the safe evacuation of relevant persons from the designated work area.
- Responsible for supervising relevant staff.
- Responsible for regularly reporting to the Unit Manager Arts and Culture.
- Responsible for maintaining knowledge about the current issues regarding the visual arts locally, nationally and internationally.
- Responsible for the development of a financial strategy and resources budget for the management of the gallery.
- The freedom to act is subject to the policies and procedures of the organisation and the supervision of the Unit Manager Arts and Culture.
- Responsibility for policies and procedures relevant to the role and input into Policy Development within the Arts and Culture Unit.

2. Judgement and Decision Making:

- Judgement to plan and implement this position's programs and services within the constraints and guidelines of the Arts and Culture budget, policies and guidelines.
- Problem solving in relation to the position's diverse and expansive programs and services using procedures and guidelines and the application of professional knowledge or knowledge acquired through experience.
- Responsible for employing critical artistic and aesthetic judgement in regard to the selection of appropriate contemporary art for the gallery, art collection and public art programs.

- Ability to set priorities, plan and develop detailed work plans for staff, work independently, as well as gain cooperation and assistance from other staff with scope to exercise discretion in the application of established policies, procedures and guidelines.
- Ability to supervise staff, gallery hirers and contractors with scope to exercise discretion in the application of established policies, procedures and guidelines.
- Ability to judge when to use confidentiality and discretion.
- Ability to employ the appropriate communication methods when dealing with conflict situations involving customers and hirers.
- Ability to make considered decisions and utilise knowledge or networks acquired through previous experience.
- Guidance and advice is usually available.

3. Specialist Knowledge and Skills:

- Knowledge of the operational needs of a visual arts facility, the presentation of art works for display and the supervision of works in a municipal art collection.
- Knowledge and understanding of a wide range of contemporary art forms, particularly in the visual arts.
- Knowledge of current trends issues and needs in the arts and culture field.
- Highly developed understanding of audience development, marketing and promotion of arts programs.
- Skills in planning and implementing a wide range of arts programs.
- Ability to work with the Unit Manager Arts and Culture on the long term strategic direction of Council's arts programs.
- Financial management skills, the ability to monitor budgets and deliver projects within budget
- Well-developed computer literacy.

4. Management skills:

- Ability to analyse and think creatively and to be innovative in achieving the objectives of the Arts and Culture Unit.
- Proactive approach in initiating new or enhanced programs and services.
- Ability to co-ordinate project and program management, including developing, planning, implementing and reviewing, with agreed timeframes and in the most effective way possible despite conflicting pressures.
- Excellent written and oral communication skills and the ability to write reports and make considered recommendations.
- Demonstrated ability to manage staff and sub-contractors.
- Well-developed problem-solving skills.
- Understanding of, and ability to, implement personnel practices including equal opportunity and health and safety, training and development.

5. Interpersonal Skills:

- Contribute actively as a member of the broader Arts and Culture team in a respectful manner.
- The ability to gain co-operation and assistance from clients, members of the public and other employees in the management of the gallery program and municipal art collection, and in the supervision of other employees.
- The ability to liaise professionally and sensitively with a variety of stakeholders.
- The ability to facilitate the professional development of gallery staff, local artists and exhibitors.
- Initiative, patience, creativity and lateral thinking.
- Ability to discuss and resolve issues and concerns relating to the overall operation of the gallery, in consultation with the Unit Manager Arts and Culture.
- A solid understanding of, and commitment to, inclusive arts and cultural practices.

6. Qualifications and Experience:

- A tertiary qualification in the arts/arts management/curation and/or arts industry experience.
- Experience in leading a team.
- Current Victorian Drivers Licence.

7. Physical Requirements of the position

TASK ANALYSIS

In the course of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(√)	()
-below 10kgs	()	(√)	()	()
Manual handling frequency	()	(√)	()	()
Repetitive manual work	()	()	(√)	()
Repetitive bending/twisting	()	()	(√)	()
Working with arms above head	()	()	(√)	()
Lifting above shoulder height	()	()	(√)	()
Using hand tools – vibration/powerful	()	()	(√)	()
Operating precision machinery	()	()	(√)	()
Close inspection work	()	()	(√)	()
Wearing hearing protection	()	()	(√)	()
Wearing eye protection	()	()	(√)	()
Working in dusty conditions	()	()	(√)	()
Working in wet/slippy conditions	()	()	()	(√)
Wearing Gumboots	()	()	()	(√)
Wearing safety shoes/boots (steel cap)	()	()	()	(√)
Working with chemicals/solvents/detergents	()	()	()	(√)
Washing hands with soap (hygiene)	()	()	(√)	()
Working at heights	()	()	(√)	()
Working in confined spaces	()	()	(√)	()
Working in chillers (+4 degrees C)	()	()	()	(√)
Performing clerical duties	(√)	()	()	()
Working on a keyboard	(√)	()	()	()
Driving cars and/or trucks	()	()	(√)	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- A tertiary qualification in the arts/arts management/curation and/or arts industry experience.
- Demonstrated ability to develop, deliver and evaluate diverse and innovative arts programs.
- Experience in managing an art gallery and/or art collection.
- Demonstrated experience working collaboratively with diverse stakeholders and ability to develop partnerships.

- Excellent written and verbal communication skills.
- Strong people management experience including motivating and supervising staff and, contractors.
- Current Victorian Driver's Licence.